

NOTICE OF REGULAR MEETING

Wednesday, March 20, 2024

Regular Meeting

6:00 pm

Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
No Live Stream

REGULAR MEETING AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADDITIONS TO THE AGENDA**
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA**
- V. CONSENT AGENDA**
 - A. Approval of the Minutes February 14, 2024 Facility and Recreation Committee Meeting**
 - B. Approval of the Minutes February 14, 2024 Workshop Meeting**
 - C. Approval of the Minutes February 15, 2024 Finance Committee Meeting**
 - D. Approval of the Minutes February 28, 2024 Regular Meeting**
 - E. Approval of the Updated Mission, Vision, and Value Statements in the Policy Manual**
 - F. Approval of Ordinance #2024-03 An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2023**
 - G. Approval of Ordinance 2024-04 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**
 - H. Approval of the Recreational Trail Program Grant Application**
 - I. Approval of the Renewal of the 2023 Routine Grounds Maintenance – North Route Bid**
 - J. Approval of the Renewal of the 2023 Routine Grounds Maintenance – South Route Bid**
 - K. Approval of the Renewal of the 2023 Weeding & Landscape Services Bid**
 - L. Approval of the First Student Transportation Services Agreement Extension for Summer Camp**
 - A. Bills and Payroll in the amount of \$1,443,275.64**
- VI. FINANCIAL FORECASTS TREASURER’S REPORT**
- VII. UNFINISHED BUSINESS**
 - A. Consideration to Approve the Purchase of an Air Supported Dome at 2205 Skokie Valley Road**
- VIII. NEW BUSINESS**
 - A. Parks Foundation Update**
 - B. Board Committee Updates**
 - C. Recreation Center of Highland Park Annual Report**
 - D. Director’s Report**
 - E. Board Comments**
- IX. OTHER BUSINESS**
- X. OPEN TO PUBLIC TO ADDRESS THE BOARD**

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XI. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS

ACT: Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6: the setting of a price for sale or lease of property owned by the District; Section 2(c)8: security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11: litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)12: the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member; Section 2(c) 21: the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29: for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

XII. ACTION FROM CLOSED SESSION IF ANY

XIII. ADJOURNMENT

**MINUTES OF A THE FACILITY AND RECREATION COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON FEBRUARY 14, 2024, 5:03 PM.**

Present: Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr; Director Smith,

Guest Speaker: Eric Risinger, Managing Partner of Operations and Business Development, Holabird and Root; Barb Dickson, Associate, Holabird and Root; Rusty Walker, Design Principal Holabird and Root

Commissioner Bernstein joined the meeting at 5:05 p.m.

Additions to the Agenda

None.

New Community Center at West Ridge Park

Manager Schwartz reported that Holabird and Root are here this evening to review the schematic designs for the New Community Center at West Ridge Park. The schematic design includes two key elements the development of the site master plan and how the new building correlates to the site. The plan will be shared with W.B. Olsen so that they can generate cost estimates.

Mr. Risinger reviewed the proposed schematic layout for the site identifying new elements and existing amenities that will remain. The south parking lot and access points will remain; however, the lot will include new safety elements. The north parking lot and access point will remain; however, the confirmation will change since the new community center is being relocated at the site. The existing playground will remain; no changes are proposed. The walking path will remain and receive enhancements. The ballfields will be relocated since the new community center will sit adjacent to the south parking lot. The proposed location for the new community center allows Holabird and Root to leverage the existing utility lines. Safety Village will relocate be constructed behind the new community center.

Mr. Walker reviewed the schematic layout for the new community center, noting that the design focuses on three areas. Administrative offices and meeting spaces are located on the north side of the building, the gymnastics studio, dance studio, and offices for recreation professionals are central focal point, and the cultural enrichment spaces are located on the southside of the building. Additionally, the new building features a lobby which connects the park to the parking lot.

Commissioner Bernstein would like to know if the proposed schematic design allows for the building to expand in the future.

Mr. Walker reported that the current schematic design allows for future expansion.

Facility and Recreation Committee Meeting Minutes

February 14, 2024

Commissioner Ruttenberg is concerned that the proposed location for the drop zone is along the north side of the building, where the administrative offices are located, not the youth enrichment programs.

Mr. Risinger reported that the drop zone can be relocated.

Commissioner Ruttenberg would like to know if a second free standing restroom be installed on the south side of the building.

Mr. Walker shared three dimensional views of the new building to get a better understanding of the aerial views for the neighbors.

Manager Schwartz reviewed the project schedule noting that the staff would like to present the cost estimated with the Park Board of Commissioners in April. Additionally, meetings will be held with the direct neighbors and a community open house in April.

Lot Three (3) Paddle Facility Update

Executive Director Romes reported staff are working with architects and engineers to develop design and engineering service agreements for the lot three (3) Paddle Facility. Architects Woodhouse Tinucci would develop and engineer the interior structure and Gewalt Hamilton will develop and engineer the site and utility infrastructures.

Other Business

None.

Open to the Public to Address the Board

None.

ADJOURNMENT

A motion was made by Commissioner Bernstein and seconded by President Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 6:01 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
FEBRUARY 14, 2024**

The meeting was called to order at 6:03 p.m. President Grossberg.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Absent: Commissioner Kaplan

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Hall; Director Baird; Assistant Director Acevedo; Assistant Director Reyes; Manager Schwartz;

Guest Speakers: None

ADDITIONS TO THE AGENDA

Executive Director Romes requested he would like to provided a brief update regarding potential revisions for the Full-Time and Part-Time Employee Personnel Policy manuals under Other Business.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

2024 ADA ACCESSIBILITY AUDIT AND TRANSITION PLAN

Manager Schwartz reported that the Park District of Highland Park is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. This includes complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state, and federal laws.

As a Distinguished Accredited Agency with IAPD, The Park District of Highland Park regularly reviews and updates an ADA Transition Plan annually. This Plan identifies physical obstacles to accessibility, describes the methods to be used to make facilities accessible; provides a recommended schedule for making the access modifications; and a yearly schedule for making the modifications. At least every 5 years the Park Board will formally review the plan and at least every 10 years the Park Board will formally approve the Park District ADA Transition Plan. Consistent with this practice, the Park District will hire a consulting firm to conduct a comprehensive access audit to ADA compliance and overall inclusive access at all facilities and parks.

The Park District has budgeted funds in 2024 to complete an ADA Access Audit and update the Park District's ADA Access Transition Plan. The Park District's most recently reviewed this plan with the Park

Board in 2019 and an ADA audit was last completed in 2010 by Recreation Accessibility Consultants. The Park District sought a proposal for the 2024 Audit from the same consulting group which is now referred to as the Accessibility Practice of the WT Group. The project team has extensive experience with Park District's in the region and experience with accessibility, particularly as it relates to recreational facilities. Staff will provide a project overview and review the proposal which includes an audit, site reports, transition plan, community and staff engagement facilitation, and a final report. The proposed scope also follows Distinguished Accreditation standard requirements.

There is \$68,000 in the capital budget for this project. The Proposal from WT Group came in at \$54,790, \$13,210 under budget.

President Grossberg would like to know how many hours this audit and transition takes to perform. What is the per hour rate for this work?

Manager Schwartz reported that she does not have that information on hand, so staff will follow up to provide the requested information to the Park Board of Commissioners.

Commissioner Bernstein would like to know if WT Group will review plans for current renovations, such as the renovations at Park Avenue Beach. Manager Schwartz reported that WT Group can review plans. Additionally, Executive Director Romes noted that permitting for all projects are going to require ADA compliance.

Vice President Freeman would like to know what districts do an evaluation of programming. Her and Commissioner Ruttenberg recommends a broader look, beyond just facility requirements to understand programming and is it meeting needs.

Staff received consensus from the Park Board of Commissioners to place the 2024 ADA Accessibility Audit and Transition Plan Proposal from WT Group on the consent agenda at the February 28, 2024 Regular Meeting.

CONSTRUCTION PROJECT UPDATES

A. Sunset Woods Park Improvements project

Executive Director Romes reminded the Park Board of Commissioner's approved a Design Agreement with Lamar Johnson Collaborative for improvements to Sunset Woods Park, consistent with and Illinois Department of Natural Resource (IDNR) OSLAD Grant Aware. The Project is based on a concept plan in the Sunset Woods Master Plan. Before beginning schematic design, Architects at LJC will be confirming the plan vision by holding meetings with key stakeholders.

A Neighborhood Stakeholder Meeting will be held tomorrow, Thursday, February 15, 2024, at 5:00pm at the Sunset Woods Field House with neighbors that live directly adjacent to the park. At this meeting,

LJC will explain the project scope and will facilitate a conversation about cares and concerns as we kick off design.

An Open House Public Meeting will be held on February 21, 2024, from 5:00 – 7:00 p.m. at the Highland Park Police Station, which will be open to the entire community.

REVIEW OF VOUCHERS

Director Peters reported the only remarkable items was a check to Holabird and Root Architects for \$81,000 for the new community center at West Ridge Park, a check for \$199,000 to PDRMA for employee health insurance, and lastly, there was a \$117,000 check to Stuckey Construction for the Hidden Creek AquaPark water park deck.

OTHER BUSINESS

Executive Director Romes reported that as part of the Park District's Annual Work Plan, staff intends to conduct a full review of the Park District's Full Time and Part Time Employee Policy Manuals. This review will include Legal compliance and industry best practice including consistency with our values and diversity, equity, inclusion, and accessibility.

At the February 28, 2024 Regular Meeting of the Park Board staff will be requesting approval for four (4) new policies that are required for compliance with new legislation. Additionally, staff would like to adopt a new wellness policy and add the Park District Values to the PT and FT Employee Personnel Policy Manuals. As a Park District whose Mission is to enrich community life, we know that community and employee wellness is already a priority and is reflected in various policies in the employee manuals and park district policy manual, we feel an employee wellness policy will formally commit our efforts to provide opportunities, activities and resources that support physical, emotional, and mental well-being. Additionally, although the agency is already embedding our Values into our organizational practices and procedures, staff feel that formally including these in our employee manuals emphasizes our commitment to being a Welcoming, Caring, and Extraordinary Organization.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Vice President Freeman, seconded by Commissioner Ruttenberg to adjourn into Closed Session for discussion of Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)6: the setting of a price for sale or lease of property owned by the District; Section 2(c)11: litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)12: the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body

or any intergovernmental risk management association or self insurance pool of which the public body is a member;

Roll Call:

Aye: Commissioner Bernstein; Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:28 p.m.

The meeting reconvened into Open Session at 7:25 p.m.

Action From Closed Session If Any

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)6: the setting of a price for sale or lease of property owned by the District; Section 2(c)11: litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)12: the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member;

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 7:26 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE FINANCE COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON FEBRUARY 15, 2024, 8:01 AM.**

Present: Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr; Director Peters, Director Smith, Director Voss, Director Gogola, Director Baird; Assistant Director Reyes, Assistant Director Acevedo, Manager Baczek; Accountant Moraru

Guest Speaker: None

Additions to the Agenda

None.

2023 Year End Review of Cost Centers

General Fund

Director Peters reported that actual revenues exceeded budgeted by \$500,000. Actual Expenses were less than budgeted by \$1 million. The surplus is attributed to \$237,000 surplus and property taxes have a 235,000 surplus. Also, there was a \$700,000 savings from payroll expenses and contractual services were under budget by \$238,000.

Recreation Fund

Director Peters reported that actual revenues exceeded budgeted by \$2.2 million. The surplus is attributed to interest income has a \$550,000 surplus and property taxes have a \$188,000 surplus.

Director Peters reviewed the actual revenues and expenses for each cost center. Highlights include:

- ***West Ridge Center*** has a \$33,443 surplus. This is attributed to dance and childhood enrichment programs exceeding budget.
- ***Athletics*** has a \$78,184 surplus. This is attributed to boy's travel baseball and martial arts.
- ***Camp*** has a \$16,000 surplus. This is attributed to Crew and Specialty Camps.
- ***Hidden Creek AquaPark*** has a \$35,250 surplus. This is attributed to daily fees and membership sales.
- ***Rosewood Beach*** has a planned deficit every year.
- ***Park Avenue Beach and Boating Facility*** lakefront parking decal sales were less than anticipated so budgeted revenues were higher than actual revenues.
- ***Centennial Ice Arena*** actual revenues were \$66,950 less than budgeted due to emergency repairs.
- ***Recreation Center of Highland Park Fitness*** exceeded budgeted revenues by \$407,000. Expenses were less than budgeted for a \$448,250 surplus.
- ***Recreation Center of Highland Park Aquatics*** exceeded budget revenues by \$49,000.
- ***Indoor Tennis*** exceeded budget revenues by \$332,383.
- ***Highland park Golf Learning Center*** has a \$17,000 surplus.
- ***Sunset Valley Golf Club*** has a \$557,213 surplus.

February 15, 2024

Special Recreation Fund

Director Peters reported that actual revenues exceeded budgeted by \$41,000.

Recreation Center of Highland Park Quarterly Report

Supervisor Kelly reported that in quarter four, the Recreation Center of Highland Park had 176 net annual members, which is an 8.5% increase from the previous quarter. As a result, members have grown by 39% and actual membership revenues surpassed budgeted revenues by 72%.

Daily Passes surpassed budgeted revenues by 109%.

While personal training actual revenues were slightly below budgeted, year to date revenues have increased by 13%, and growth has increased by 27% when compared to 2022.

Group exercise actual revenues surpassed budgeted by 102%.

The fitness floor had 29,421 visits in quarter four. Of those visits, 1,518 per month were unique users. 82% of our members utilize the fitness floor.

The track had 3,360 visits in quarter four. Of those visits, 399 unique users. To date, the recreation Center of Highland Park has 2,634 track members.

February 2024 Bid Results

A. 2024 Park Avenue Dredging Project Bid

Director Smith reported that the Park District of Highland Park received one (1) sealed bid on Tuesday, February 13, 2024, for materials and labor to complete the 2024 Park Avenue Dredging Project.

There is \$50,000 budgeted for this project. The bid from US Commercial Diving came in \$1,137 under budget.

Work is scheduled to occur early May 2024.

It was the consensus of the Finance Committee to place the bid from US Commercial Diving on the consent agenda at the February 28, 2024 Regular Meeting of the Park Board.

Funding Model Review

Director Peters and Director Smith shared the ten-year funding model for the capital plan. Highlights include the 2024 debt issuance increased from \$5.5 million to \$7 million. All debt proceeds will go into the capital fund. An additional \$1.5 million in capital funds from the debt issuance will go towards the proposed pickleball dome and tier 6 unfunded capital projects. The Park Board of Commissioners will need to determine which tier 6 unfunded projects should receive debt issuance funds. In 2025 and 2026, Madden Restaurant Concepts LLC is making payments to the Park District of Highland Park for the 2024 Sunset Valley Golf Club house and patio renovations. Payments will support capital projects.

Lastly, similar to the Park Avenue Sub Fund, which was created to support the breakwater, staff are recommending the District create a Lot 3 Recreation Sub Fund to support capital projects at Lot 3. Director Peters reviewed a version of the ten-year funding model for the capital plan with supporting revenue from the Lot 3 Recreation Sub Fund.

Finance Committee Meeting Minutes
February 15, 2024

Other Business

None.

Open to the Public to Address the Board

None.

Adjournment

The meeting adjourned at 9:51 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
FEBRUARY 28, 2024**

The meeting was called to order at 6:00 p.m. President Grossberg.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Absent: Commissioner Kaplan

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Hall; Assistant Director Reyes; Assistant Director Acevedo; Superintendent/Manager Ochs; Manager Meredith; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to approve the Minutes January 10, 2024 Workshop Meeting, the Minutes January 17, 2024 Facility and Recreation Committee Meeting, the Minutes January 31, 2024 Regular Meeting, Policy 7.14 Social Media Policy to the Policy Manual, Adding the Mission, Vision, Values Statements to the Full-Time/Part-Time Personnel Policy Manuals, Changes to Policy 4.3 Access to Personnel Files to the Full-Time/Part-Time Personnel Policy Manuals, Changes to Policy 8.5 Bereavement Leave Full-Time Personnel Policy Manual, Policy 8.11 Wellness Policy to the Part-Time Personnel Policy Manual, Policy 8.15 Wellness Policy to the Full-Time Personnel Policy Manual, Changes to Policy 10.3 Illinois Victims' Economic Security and Safety Act (VESSA) to the Full-Time/Part-Time Personnel Policy Manuals, Changes to Policy 10.7 Blood Donation Leave to the Full-Time Personnel Policy Manual, the Emergency Evacuation Agreement North Shore School District 112, the 2024 Park Avenue Dredging Project Bid, the 2024 ADA Accessibility Audit and Transition Plan, and Bills and Payroll in the amount of \$1,994,154.33

Roll Call:

Aye: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER'S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters shared the end-of-year projections and actual figures as of January 31, 2024. She is pleased to report that Actual Revenues exceeded budgeted revenues by almost \$500,000. Actual Expenses were less than budgeted by \$375,000, for a year-to-date surplus of almost \$900,000.

Conclusion

The following Park District programs and facilities are performing better than budget: dance exceeded the budget by \$39,000, tennis exceeded the budgeted by \$92,000, and interest income exceeded budget by \$93,000.

UNFINISHED BUSINESS

A. Lot 3 Paddle Facility Update

Director Baird reported that staff are working with Sourcewell, a Cooperative Purchasing Advantage, to replace the dome located on Lot 3. Sourcewell's analysts streamline the procurement process by developing Request for Proposals (RFP's) for national, competitive solicitations that meet or exceed local requirements. Sourcewell's rigorous process is continually refined to best meet the needs of participating agencies and allows them to offer exceptional products from nationally acclaimed suppliers.

The proposed supplier through Sourcewell is Air Structures American Technologies, INC (ASATI). They have over 60years of successful business. ASATI has been directly involved in developing the technical specifications for air structures and constructing sports domes for Harvard University, Rutgers University, Alabama University, Columbia University, Texas Tech University, The University of Illinois, several State Universities of New York, and eleven NFL football practice facilities: the Philadelphia Eagles, Denver Broncos, Seattle Seahawks, Chicago Bears, New York Giants, New York Jets, Minnesota Vikings, Miami Dolphins, and Washington Redskins.

The new dome structure includes a state-of-the-art full-bias cable net system, ensuring a substantial advancement in safety and durability of the structure. The distinctive feature of this system is its ability to evenly distribute the fabric load across the entire structure, resulting in a remarkable 25-30x increase in the safety factor. The selection of the heaviest fabric, averaging 32 ounces, underscores the commitment to optimal structural capabilities, enhancing durability and resistance to wear and tear.

This innovative cable system gives air structures the ability to withstand extreme environmental conditions such as heavy winds up to 150 miles per hour and will support up to 50lbs of roof snow load.

He shared images of the conceptual floor plan, showcasing the number of courts.

Thanks to Sourcewell's discount pricing, the Park District is able to save \$43,886 to replace the dome. The total cost from ASATI is \$1.4 million.

To date staff has completed the preliminary proforma, the Lot 3 Amendment between the City of Highland Park and the Park District was approved, the Park Board of Commissioners approved the Donation and Reservation Agreement from Ronald Saslow, staff submitted the Design Review Commission Application, staff received the final proposal for the dome, staff received a proposal from architects and civil engineers for the new structure.

On March 19, 2024, Staff and ASATI will be attending the Design and Review Commission meeting with the City of Highland Park. On March 20, 2024, staff will be requesting the Park Board of Commissioners approve the dome contract with ASATI at the Regular Meeting of the Park Board. Installation is anticipated for the fall.

NEW BUSINESS

A. Parks Foundation

Vice President Freeman reported that members are busy preparing and selling tickets for the 2024 Parks Foundation Champions Gala and Charity Auction. The event will be held at Sunset Ridge Country Club in Northfield on Saturday, April 13, 2024, from 6:30 – 9:00 p.m. She is pleased to report the guest speaker is 12-year Chicago Bears Linebacker and Seve-Time Pro Bowler, Lance Briggs.

B. Board Committee Updates

Executive Director Romes reported that at the February 14, 2024 Facility and Recreation Committee Meeting Architects Holabird and Root reviewed the schematic design for the New Community Center at West Ridge Park. The schematic design includes two key elements, the development of the site master plan and how the new building correlates to the site. The plan will be shared with W.B. Olsen so that they can generate cost estimates.

At the February 15, 2024 Finance Committee Meeting staff reviewed the 2023-Year End financial figures the general, recreation, special recreation, and capital funds and the cost centers.

Staff reviewed the Capital Plan Ten-Year Funding Model.

Staff reviewed the 2023 fourth quarter financials for the Recreation Center of Highland Park.

C. Heller Nature Center and Rosewood Interpretive Center Annual Report

Manager Meredith reviewed the number of users and visitations to the Heller Nature Center and the Rosewood Interpretive Center in 2023. She compared the 2022 to 2023 program and camp participant utilization and revenues for the Heller Nature Center. The team's course was utilized by 62 groups in 2023 which resulted in a 31% increase in revenue from the previous year. Additionally, lots of new events were launched in 2023 to continue with the Park District's Diversity, Equity, and Inclusion (DEI) initiatives which helped to bring in more than 936 people to community events. Heller Events included Enchanted Forest, Fishing Derby, and Break Cabin Fever. She concluded the report with a five-year financial analysis for the Heller Nature Center and the Rosewood Interpretive Center.

D. Directors Report

Executive Director Romes reviewed upcoming Special Events highlighting Cosmic Skate, Neon Night, on Friday March 1, from 7:00 – 8:30 p.m., Family Skate Night with your favorite movie characters such as Nemo, Sully, Minions, and Princesses on Friday, March 9, from 6:00 – 7:30 p.m. and Swiftie Skate Night on Friday, March 15 from 6:00 -7:30 p.m. where you can dress in your favorite era, bring a friendship bracelet to trade, listen to Taylor Swift music all night long, make friendship bracelets, and take photos! Also, there is a Women in the Woods with Wine Friday, March 8, from 6:30 – 8:00 p.m. at Heller Nature Center to celebrate International Women's Day with speaker Anna Marcolin: Psychotherapist and Life Coach as well as like-minded women, surrounded by nature. Delve into the transformative world of mindfulness, mental health, and the profound impact of nature on our well-being with Anna's presentation "Embracing Mindfulness and Nature: A Journey to Enhanced Mental Health for Women".

E. Board Comments

None.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg, to adjourn into Closed Session for discussion of Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)6: the setting of a price for sale or lease of property owned by the District; Section 2(c)11: litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)12: the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member;

Regular Meeting Minutes
February 28, 2024

Roll Call:

Aye: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:59 p.m.

The meeting reconvened into Open Session at 7:20 p.m.

Action From Closed Session If Any

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body.

A motion was made by Commissioner Bernstein and seconded by Vice President Freeman to approve the Executive Director's Compensation effective January 1, 2024.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: March 20, 2024

Subject: **Approval of the Updated Mission, Vision, and Value Statement in the Policy Manual**


Summary

The Park District has a Policy Manual, that contains Board approved policies, to facilitate district wide operations on a day-to-day basis. It is the purpose of the Park District to effectively and responsibly provide for the residents of the District recreational programs, facilities, and open space which are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community.

Following the changes made to the Employee Personnel Manuals, staff are recommending the second page of the Policy Manual, the Mission Statement, be replaced with the Mission, Vision, and Value Statements. The one-page document defines the district's mission, vision, and value statements of Welcoming, Caring, and Extraordinary.

Recommendation

Staff recommends the Park Board of Commissioners approve the Updated Mission, Vision, and Value Statements in the Policy Manual.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	
APPROVED: 7/23/2019	Mission, Vision, and Value Statements
REVISED: 3/20/2024	

MISSION STATEMENT

To enrich community life through healthy leisure pursuits and an appreciation of the natural world.

VISION STATEMENT

To be known as the most Welcoming, Caring and Extraordinary Park District.

VALUE STATEMENTS

WELCOMING

We welcome everyone, fostering supportive relationships through positive interactions that appreciate the best in others and create a sense of belonging.

CARING

We care about our relationships with others, as well as sustaining and improving our material, financial and natural resources, through best practices that foster trust and ensure long term health, safety, and wellbeing.

EXTRAORDINARY

We aspire to provide extraordinary experiences by thinking creatively, creating personal interactions, and delivering unique services that positively impact lives.



Memorandum

To: Board of Commissioners

From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: March 20, 2023

Subject: **Approval of Ordinance #2024-03 – An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2023**

Background

At the Finance Committee meeting on March 12, 2024, the Committee agreed to place the above mentioned ordinance on the March 20, 2023, meeting of the Park Board of Commissioners consent agenda. As the year progressed, Recreation Fund Item types 630, Insurance, and 650, Maintenance & Landscaping began to run over budget. As of 12/31/23, Insurance was over appropriation by 3% (\$28,010.21) and Maintenance & Landscaping was over appropriation by 14% (\$59,672.27). As both are over budget by more than 110%, they also are exceeding the appropriation filed with Lake County. After consultation with both our attorney and auditors, staff have been advised that a formal budget amendment does not need to be filed with the County. However, a budget transfer, approved by ordinance, must take place. Recreation Item Type 130, Special Events, has over \$38,000 of unused expense budget in the line-item Independence Day Independent Contractors. As the event concluded in July, staff recommend transferring from this Recreation Fund Item Type to cover the overage in Recreation Item Type 630 - Insurance. Additionally, Recreation Item Type 110, Camps, has over \$190,000 of unused expense budget. Staff recommend transferring from this Recreation Fund Item Type to cover the overage in Recreation Item Type 650 – Maintenance & Landscaping. Additionally, as allowed by the auditors, Incode will not have a new budget created; the transfer will be in the Annual Consolidated Financial Report only.

Recommendation

Staff recommends approval from the Park Board of Commissioners of Ordinance #2024-03, An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2023 that will transfer \$35,000 from Recreation Fund Item Type 130, Special Events to Recreation Fund Item Type 630, Insurance, and a transfer of \$75,000 from Recreation Fund Item Type 110, Camps to Recreation Fund Item Type 650, Maintenance & Landscaping.

Park District of Highland Park

**AN ORDINANCE AMENDING THE
APPROPRIATION ORDINANCE
FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2023 AND ENDING ON DECEMBER 31, 2023**

Ordinance 2024-03

PASSED AND APPROVED AT A MEETING OF THE
BOARD OF PARK COMMISSIONERS, March 20, 2024

ORDINANCE NO. 2024-03

**AN ORDINANCE AMENDING THE
APPROPRIATION ORDINANCE
FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2023 AND ENDING ON DECEMBER 31, 2023**

WHEREAS, the Park District of Highland Park is an Illinois park district organized and operating pursuant to the Illinois Park District Code, 70 ILCS 1205/1-1, et seq. (the “Code”);

WHEREAS, the District adopted Ordinance 2023-01, its Annual Budget and Appropriation Ordinance for the fiscal year beginning January 1, 2023 and ending on December 31, 2023, on February 1, 2023 (the “Appropriation”);

WHEREAS, Section 4-4 of the Code states that the Board of Park Commissioners may, from time to time, make transfers between the various items in any fund in such Appropriation not exceeding in the aggregate 10% of the total amount appropriated in such fund, provided that such transfer does not result in any deficit of appropriations in the fund from which the transfer was made;

WHEREAS, Section 4-4 of the Code also states after the first 6 months of any fiscal year have elapsed the board may by two-thirds vote transfer from any appropriation item its anticipated unexpended funds to any other item of appropriation, theretofore made, and the item to which said transfer is made may be increased to the extent of the amount so transferred;

WHEREAS, the Board finds that a transfer of the excess appropriations as described in Exhibit A, attached hereto and incorporated by reference, shall (a) provide sufficient appropriation for each enumerated purpose for the current fiscal year, and (b) not result in any deficit of appropriations in any of the aforementioned line items or Fund during the current fiscal year;

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois as follows:

SECTION ONE: The Board finds the foregoing recitals to be true and correct and hereby incorporate them as its legislative findings as though fully set forth herein.

SECTION TWO: The Appropriation for the current fiscal year shall be amended in the manner described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

SECTION THREE: Subject to this Ordinance being approved by a majority of the Board of Park Commissioners, the Board delegates authority to the Executive Director, Treasurer and the Park District's auditors to take all necessary and appropriate actions to implement the transfers herein described, record such changes in the Park District's books and records in the manner provided by law and ratifies all actions and expenditures heretofore taken which are consistent with the purpose of this Ordinance.

SECTION FOUR: Severability. The various provisions for this Ordinance are to be considered severable and if any part or portion of this Ordinance be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FIVE: Effective Date. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSENT: _____

PASSED this 20th day of March 2024.

APPROVED this 20th day of March 2024.

President
Park District of Highland Park

ATTEST:

Secretary
Park District of Highland Park

EXHIBIT A

TRANSFER OF LINE-ITEM APPROPRIATIONS

RECREATION FUND

Amount	Transfer From	New Authority	Transfer To	Current Appropriation	New Authority
\$35,000	130 – Special Events	\$115,220.77	630 – Insurance	\$1,117,375.74	\$1,152,375.74
\$75,000	110 – Camps	\$1,041,980.73	650 – Maintenance & Landscaping	\$431,011.90	\$506,011.90

Expense				APPROPRIATION	APPROPRIATION	ORDINANCE	AMENDED		AMENDED	ORDINANCE	FINAL AMENDED		FINAL AMENDED	
	ACTUAL 12/31/2023	Annual Budget	VARIANCE	Budget 110%	vs 12/31/23 YTD		APPROPRIATION	APPROPRIATION vs 12/31/23 YTD	APPROPRIATION vs 12/31/23 YTD		2024-03	APPROPRIATION	APPROPRIATION vs 12/31/23 YTD	APPROPRIATION vs 12/31/23 YTD
100 - PROGRAMS	\$ 1,777,639.65	\$ 1,717,096.49	\$ (60,543.16)	\$ 1,888,806.14	\$ 111,166.49		\$ 1,888,806.14	\$ 111,166.49	94%		\$ 1,888,806.14	\$ 111,166.49	94%	
110 - CAMPS	\$ 926,574.97	\$ 1,015,437.03	\$ 88,862.06	\$ 1,116,980.73	\$ 190,405.76		\$ 1,116,980.73	\$ 190,405.76	83%	\$ (75,000.00)	\$ 1,041,980.73	\$ 115,405.76	89%	
120 - LESSONS	\$ 274,783.79	\$ 270,640.47	\$ (4,143.32)	\$ 297,704.52	\$ 22,920.73		\$ 297,704.52	\$ 22,920.73	92%		\$ 297,704.52	\$ 22,920.73	92%	
130 - SPECIAL EVENTS	\$ 111,686.43	\$ 185,843.88	\$ 74,157.45	\$ 204,428.27	\$ 92,741.84	\$ (54,207.50)	\$ 150,220.77	\$ 38,534.34	74%	\$ (35,000.00)	\$ 115,220.77	\$ 3,534.34	97%	
440 - MEMBERSHIPS	\$ 123,743.55	\$ 152,040.12	\$ 28,296.57	\$ 167,244.13	\$ 43,500.58		\$ 167,244.13	\$ 43,500.58	74%		\$ 167,244.13	\$ 43,500.58	74%	
610 - SALARIES & WAGES	\$ 5,809,752.49	\$ 5,678,561.36	\$ (131,191.13)	\$ 6,246,417.50	\$ 436,665.01		\$ 6,246,417.50	\$ 436,665.01	93%		\$ 6,246,417.50	\$ 436,665.01	93%	
620 - CONTRACTUAL SERVICES	\$ 1,168,252.69	\$ 1,194,308.68	\$ 26,055.99	\$ 1,313,739.55	\$ 145,486.86		\$ 1,313,739.55	\$ 145,486.86	89%		\$ 1,313,739.55	\$ 145,486.86	89%	
630 - INSURANCE	\$ 1,145,385.95	\$ 1,015,796.13	\$ (129,589.82)	\$ 1,117,375.74	\$ (28,010.21)		\$ 1,117,375.74	\$ (28,010.21)	103%	\$ 35,000.00	\$ 1,152,375.74	\$ 6,989.79	99%	
640 - MATERIALS & SUPPLIES	\$ 385,869.66	\$ 354,557.51	\$ (31,312.15)	\$ 390,013.26	\$ 4,143.60		\$ 390,013.26	\$ 4,143.60	99%		\$ 390,013.26	\$ 4,143.60	99%	
650 - MAINTENANCE & LANDSCAPING	\$ 490,684.17	\$ 391,829.00	\$ (98,855.17)	\$ 431,011.90	\$ (59,672.27)		\$ 431,011.90	\$ (59,672.27)	114%	\$ 75,000.00	\$ 506,011.90	\$ 15,327.73	97%	
660 - UTILITIES	\$ 906,731.12	\$ 862,949.40	\$ (43,781.72)	\$ 949,244.34	\$ 42,513.22		\$ 949,244.34	\$ 42,513.22	96%		\$ 949,244.34	\$ 42,513.22	96%	
670 - PENSION CONTRIBUTIONS	\$ 466,329.79	\$ 506,371.10	\$ 40,041.31	\$ 557,008.21	\$ 90,678.42		\$ 557,008.21	\$ 90,678.42	84%		\$ 557,008.21	\$ 90,678.42	84%	
680 - COST OF GOODS SOLD	\$ 98,074.69	\$ 57,835.00	\$ (40,239.69)	\$ 63,618.50	\$ (34,456.19)	\$ 38,404.28	\$ 102,022.78	\$ 3,948.09	96%		\$ 102,022.78	\$ 3,948.09	96%	
720 - CAPITAL OUTLAY	\$ 89,312.40	\$ 71,590.00	\$ (17,721.24)	\$ 78,749.00	\$ (10,562.24)	\$ 15,803.22	\$ 94,552.22	\$ 5,240.98	94%		\$ 94,552.22	\$ 5,240.98	94%	
	\$ 13,774,820.19	\$ 13,474,856.17	\$ (299,964.02)	\$ 14,822,341.79	\$ 1,047,521.60	\$ -	\$ 14,822,341.79	\$ 1,047,521.60		\$ -	\$ 14,822,341.79	\$ 1,047,521.60		



Memorandum

To: Finance Committee

From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: March 20, 2024

Subject: **Approval of Ordinance 2024-04: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**

Summary

Pursuant to 70 ILCS 1205/8-22 the Park District of Highland Park disposes of property it deems to be of no use to the Agency. With each item disposed of, the District will determine which method of disposal is in its best interests. As indicated in the ordinance, this could be through sale to the highest bidder, trade-in, or donation. Most of the property has some value, although in most cases it is minimal. If the property cannot be sold or donated, the District will dispose of it in the most economical method possible. Also, pursuant to 70 ILCS 1205/8-22 the District must pass the attached ordinance by approval of at least three-fifths of the Park Board.

Recommendation

Staff recommend approval from the Park Board of Commissioners of Ordinance 2024-04: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, so that the Park District of Highland Park can dispose of surplus property as indicated in Addendum 1 of the Ordinance.

**PARK DISTRICT OF HIGHLAND PARK
ORDINANCE #2024-04**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR
SALE OF SURPLUS PERSONAL PROPERTY OF THE PARK DISTRICT OF
HIGHLAND PARK
LAKE COUNTY, ILLINOIS**

WHEREAS, the Park District of Highland Park, Lake County, Illinois ("Park District") owns personal property as described in Addendum A. hereinafter known as the "Property," and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)("Code"), the Park District is authorized to sell, convey or donate any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the Park District; and

WHEREAS, the Board of Park Commissioners ("Board") has reviewed a staff report finding that the Property is no longer useful to the Park District and recommending its sale, donation or disposal and the Board concurs with that recommendation.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, as follows:

Section 1. The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them into this Ordinance by this reference.

Section 2. The Board finds that the Property is no longer necessary and useful to the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the Property in the following manner:

Sell the Property to the highest bidder

or

Trade-In the Property

or

Donate the Property to such person or entity that will make use of the equipment.

or

Dispose of the Property if the District is unable to sell or donate identified equipment.

Section 3. The seller, Park District of Highland Park, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Park District of Highland Park neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said items.

The buyer agrees to purchase said items in an “**as is**” condition with all faults. The buyer understands that the seller does not expressly or implicitly warrant that the said items meet or comply with any applicable safety standards (examples: ASTM, OSHA, CPSC). The buyer is solely responsible for determining that the said items are appropriate for any and all particular uses.

The buyer further agrees to indemnify, hold harmless and defend the Park District of Highland Park and its officers, agents and employees from any and all claims resulting from injuries, damages and losses arising out of, connected with, or in any other way associated with the use of said items.

Section 4. The Board authorizes and directs the Executive Director take such action necessary to sell, donate or dispose of the Property as herein authorized.

Section 5. This ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this 20th day of March 2024.

Ayes: _____

Nays: _____

Absent: _____

President, Board of Park Commissioners
Park District of Highland Park

ATTEST:

Secretary, Board of Park Commissioners
Park District of Highland Park

STATE OF ILLINOIS)
)
COUNTY OF LAKE) SS.

SECRETARY'S CERTIFICATE

I, Brian Romes, do hereby certify that I am Secretary of the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, and as such official I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of:

AN ORDINANCE authorizing and providing for the conveyance or sale of surplus personal property of the Park District of Highland Park, Lake County, Illinois

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District, held by said District at 6:00 p.m. on the 20th day of March 2024.

I FURTHER CERTIFY that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, and with the provisions of the Park District Code of the State of Illinois, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Park District of Highland Park, Illinois this 20th day of March 2024.

Brian Romes, Secretary
Board of Park Commissioners
Park District of Highland Park

(SEAL)

Park District of Highland Park
Ordinance 2024-04
Surplus Property Ordinance
Addendum 1
List of Surplus Property

ID	Brand	Description	Model	Serial No.	Condition	Location	Est. Value	Notes
142	Ford	2013 2wd pickup truck	F150	1FTEX1CM1DFC06436	totaled	towed	<\$15,000	PDRMA paid claim, vehicle rear-ended, totaled
820	Ford	2009 2wd utility box pickup truck	F250	1FTNF20559EA62943	poor	Parks&Golf Maintenance	<\$5000	needs engine rebuild
392	Toro	2014 zero turn mower	Professional 7000	74267-313000136	poor	Parks&Golf Maintenance	<\$200	Alternator, starter, gearbox no good engine shot, missing piston
394	Toro	2014 zero turn mower	Professional 7000	74267-313000215	poor	Parks&Golf Maintenance	<\$200	motor sounds like it is about to go, bad motor
395	Toro	2014 zero turn mower	Professional 7000	74267-313000259	poor	Parks&Golf Maintenance	<\$200	hydraulic line leak, left drive wheel missing, 2 bolt holding pump on
396	Toro	2014 zero turn mower	Professional 7000	74267-313000135	poor	Parks&Golf Maintenance	<\$200	Hydraulic line leaks
912	Toro	1994 ballfield & bunker groomer	Sand Pro	5000	poor	D. Cuniff Maint. compound	<\$100	30 years old, hasn't run in 15 years, parts only
913	Kifco	self-retracting watering wheel	B-140 water reel	310152	poor	D. Cuniff Maint. compound	<\$200	25+ years old, hasn't run in 15 years, hose reel not retract properly
391	John Deere	2012 ballfield & bunker groomer	1200 Hydro	TTC1200HTC050094	poor	Parks&Golf Maintenance	<\$100	needs engine rebuild, parts only
810	Big John	1991 towable grill	Trail Boss 1	9028	poor	Parks&Golf Maintenance	<\$200	20+ years old, rusted, needs replacement parts
811	Big John	towable grill	Trail Boss 1		poor	Parks&Golf Maintenance	<\$200	20+ years old, rusted, needs replacement parts
708	Miller	1975 bulldozer trailer	flatbed	17786	fair	Parks&Golf Maintenance	<\$2000	required for bulldozer, no other use
849	Cat	1959 bulldozer tractor	933		fair	Parks&Golf Maintenance	<\$5000	no longer necessary, not used in 20 years
701	Shorelander	jet ski trailer	PWC1000	1MDCDMJ19SB749308	fair	D. Cuniff Maint. compound	<\$250	jet ski totals 25+ years ago, sitting unused
704	Trailervator	hydraulic lift trailer	box style	11397C	poor	D. Cuniff Maint. compound	<\$100	no longer necessary, not used in 20 years
1	Agrimetel	3-point hitch leaf & debris blower w/ air deflector	BW3500TPW	30574	good	Preserve pole barn	\$4,000.00	
2	Everest	refrigerator/freezer	ESRF2	BSRF209060006	used	Preserve pole barn	\$900.00	refrigerator side has a small gas leak
3	TRUE	double door refrigerator	T-35	11740329	used	Preserve pole barn	\$650.00	
4	APW Wyott	hot dog steamer	DS-1A	4.80031E+11	used	Preserve pole barn	\$200.00	
5	QNC, INC	Greaseless Fryer	GFI	650517	used	Preserve pole barn	\$100.00	
6	QNC, INC	Greaseless Fryer	GFI	650691	used	Preserve pole barn	\$100.00	
7	Lipton	Tea brewer	LTB-3A	N 476324	used	Preserve pole barn	\$50.00	
8	Star Max/AG International INC	4 burner grill	6148RCBD	B6148D1107A0011	used	Preserve pole barn	\$1,000.00	missing grease catch and one knob
9	Maxi-Sweep	pool and fountain vacuum system		H-04334	used	Preserve pole barn	\$700.00	does not run, missing parts
10	Honda	Manual push mower (easy start auto choke system GCV160)	HRS216K6PKAA	MZBZ-6557805	very good	Preserve pole barn	\$300.00	
11	Honda	Manual push mower (easy start auto choke system GCV160)	HRS216K6PKAA	MZBZ-6562370	very good	Preserve pole barn	\$300.00	
12	PreCor USA	stepper	AMT100i	A927L20070045	fair	Preserve pole barn	\$500.00	no cord
13	none	3' x 3' x 3.75" steel boat ramp grates (14 total)	none	none	fair	Preserve pole barn	\$700.00	14 grates total - was part of old boat launch
14	Keiser	Indoor Spin Bike	M3	PDHP-120258	fair	Preserve pole barn	<\$150.00	
15	Keiser	Indoor Spin Bike	M3	PDHP-120259	fair	Preserve pole barn	<\$150.00	
16	Keiser	Indoor Spin Bike	M3	PDHP-120260	fair	Preserve pole barn	<\$150.00	
17	Keiser	Indoor Spin Bike	M3	PDHP-120294	fair	Preserve pole barn	<\$150.00	
18	Keiser	Indoor Spin Bike	M3	PDHP-120262	fair	Preserve pole barn	<\$150.00	
19	Keiser	Indoor Spin Bike	M3	PDHP-120252	fair	Preserve pole barn	<\$150.00	
20	Keiser	Indoor Spin Bike	M3	PDHP-120253	fair	Preserve pole barn	<\$150.00	
21	Keiser	Indoor Spin Bike	M3	PDHP-120285	fair	Preserve pole barn	<\$150.00	
22	Keiser	Indoor Spin Bike	M3	none	fair	Preserve pole barn	<\$150.00	
23	Keiser	Indoor Spin Bike	M3	none	fair	Preserve pole barn	<\$150.00	
24		24" powder coated patio tables with metal legs (29 total)		none	poor	Preserve pole barn	\$25.00 each	original from Hidden Creek Aquapark, severe rusting legs
25		30" round powder coated patio tables with metal legs (2 total)		none	poor	Preserve pole barn	\$25.00 each	original from Hidden Creek Aquapark, severe rusting legs
26	Columbia Cascade	blue bike rack	Super Cycloops	2175-8-C-P	fair	D. Cuniff Maint. compound	\$75.00	
27	Columbia Cascade	blue bike rack	Super Cycloops	2175-8-C-P	fair	D. Cuniff Maint. compound	\$75.00	
28	Columbia Cascade	blue bike rack	Super Cycloops	2175-8-C-P	fair	D. Cuniff Maint. compound	\$75.00	
29	Columbia Cascade	blue bike rack	Super Cycloops	2175-8-C-P	fair	D. Cuniff Maint. compound	\$75.00	
30	Columbia Cascade	blue bike rack	Super Cycloops	2175-8-C-P	fair	D. Cuniff Maint. compound	\$75.00	
31	Columbia Cascade	blue bike rack	Super Cycloops	2175-8-C-P	fair	D. Cuniff Maint. compound	\$75.00	



Memorandum

To: Park Board of Commissioners

From: Casey Lawler, Planning and Project Supervisor; Amalia Schwartz, Planning Manager; Jeffrey Smith, Director of Planning Projects, and IT; Brian Romes, Executive Director

Date: March 20, 2024

Subject: **Approval of the Recreational Trail Program Grant Application**

Summary

The Recreational Trail Program (RTP) grant is administered by the Illinois Department of Natural Resources and typically offered annually. This competitive grant program provides up to 80% federal funding on approved projects and requires a minimum 20% match with a maximum award amount of \$200,000. This program provides funding assistance for acquisition, development, rehabilitation, and maintenance of recreation trails. The application is due on March 22, 2024, and awards are typically announced twelve months after the application period closes. If awarded, the Park District would have two years to complete the awarded project.

Park District Staff are proposing improvements to trails at Heller Nature Center for an RTP grant application. The objective of the proposed project is to address portions of the Red and Green Trails. These improvements include regrading, widening to eight feet, replacing culverts and replacing/adding trail material.

The attached Financial Certification Statement is required to be submitted as part of the application. This statement certifies and acknowledges that the Park District has the funds necessary to complete the proposed RTP Grant project within the specified timeframe. In addition, it further acknowledges that if awarded, the Park District will comply with all terms, conditions, and regulations of the grant.

Recommendation

Staff recommends approval from the Park District Board of Commissioners of the Recreational Trail Program Grant Financial Certification Statement, allowing the Park District of Highland Park to apply for funding assistance to restore trails at Heller Nature Center.



AmpliFund Training - Application Status: view, withdraw, delete

<https://amplifund.zendesk.com/hc/en-us/articles/360057564513-AmpliFund-Applicant-Portal-Application-Status-View-Withdraw-Delete>

AmpliFund Training - Returning to the Applicant Portal

<https://amplifund.zendesk.com/hc/en-us/articles/360055675414-AmpliFund-Applicant-Portal-Returning-to-the-Applicant-Portal>

AmpliFund Training - Application Revision

<https://amplifund.zendesk.com/hc/en-us/articles/5600067376403-AmpliFund-Applicant-Portal-Application-Revision>

AmpliFund - Applicant Portal User Guide

- AmpliFund User Guide Applicant Portal.pdf

AmpliFund - Applicant Portal Resources

- AmpliFundApplicantPortalResources.pdf

Financial Certification Statement

As the individual duly designated to represent the Sponsor, I do hereby certify that the information presented in this grant application is true and correct. I do further certify that the project, if approved for funding, will be completed in accordance with the provisions set forth in the Recreational Trails Grant Manual and that the (Sponsor) has the financial resources to initially fund 100% of the proposed project costs within the time frame imposed by the Illinois Department of Natural Resources for project execution prior to receiving grant reimbursement. Failure to complete said project within the specified time frame could be cause for project termination. In addition, failure to complete a project or withdrawal of a project due to lack of performance, insufficient funds or change in recreation priorities by the applicant shall result in the ineligibility of the project applicant for IDNR grant assistance consideration in the next two (2) consecutive grant cycles.

Acquisition and Development Projects

It is understood that the project should be completed within the timeframe established in the project agreement and the reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.

The Sponsor hereby further certifies that 1) it will indemnify, protect and hold harmless the State of Illinois, Department of Natural Resources and its representatives from any and all liabilities, costs, damages or claims arising as a direct or indirect result of the actions and/or omissions of the Sponsor or its representatives in the construction, operation or maintenance of the above referenced project, and 2) that adequate public notice was given and local approval solicited on the proposed project and 3) that the facility will be operated and maintained in an attractive and safe manner, and open and available to the public without regard to race, color, sex, national origin, age, disability or place of residence in accordance with provisions of IDNR trail grant program regulations.

Applicant Certification - Financial Certification Statement

☐ I certify this statement.

Financial Certification Statement - Maintenance/Grooming Projects

As the individual duly designated to represent the Sponsor, for purposes of this request to the Illinois Department of Natural Resources (IDNR), I do hereby certify that costs that will be incurred and the reimbursement to be requested for the grant-assisted groomer/tractor are those costs ONLY

associated with the grooming of public snowmobile trails (insurance, fuel, oil, minor repairs, and other appropriate costs to operate and store the referenced groomer) during the upcoming winter season(s).



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: March 20, 2023

Subject: **Approval of the Renewal of the 2023 Routine Grounds Maintenance – North Route Bid**

Summary

The Park District of Highland Park received two bids on February 10, 2023, for the Routine Grounds Maintenance – North Route Bid. The bid proposal specified weekly mowing and string trimming at 21 park sites and three alternate sites. The work specified in the bid would take place primarily over 26 weeks, beginning approximately the third week of April and continuing through the second week of October. The bid also specified there could potentially be two successive one-year renewals to the awarded bidder.

Bid Results

2023 Routine Grounds Maintenance – North Route Bid Tabulation

Contractor Name	Total Per Visit Cost	Total Base Contract @ 26 visits	Alternate 1 Total - Central Park	Alternate 2 Total - Heller Nature Center	Alternate 3 Total - The Preserve
Langton Group	\$3,000.50	\$78,013.00	\$3,510.00	\$871.00	\$40,500.00
Balanced Environments Inc	\$3,726.00	\$96,876.00	\$4,485.00	\$747.50	\$29,900.00

In 2023, Staff recommended approval from the Park Board of Commissioners acceptance of the 2023 Routine Grounds Maintenance – North Route base bid proposal and alternates 1-2 from Langton Group. Staff was pleased with the work completed by Langton Group during the 2023 season.

Financial Impact

Total Budgeted Funds for Turf Maintenance	\$212,847.00
Total RENEWAL of Routine Grounds Maintenance - North Route Base Bid and alternates 1-2	\$ 82,394.00
Total RENEWAL of Routine Grounds Maintenance – South Route (recommended for approval separately)	\$ 91,195.00
Anticipated Amount Under Budget	\$ 39,258.00

Recommendation

Staff recommends approval from the Park Board of Commissioners of the renewal of the 2023 Routine Grounds Maintenance – North Route base bid proposal and alternates 1-2 from Langton Group in the amount of \$ 82,394.00.



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: March 20, 2024

Subject: **Approval of the Renewal of the 2023 Routine Grounds Maintenance – South Route Bid**

Summary

The Park District of Highland Park received two bids on February 10, 2023, for the Routine Grounds Maintenance – South Route Bid. The bid proposal specified weekly mowing and string trimming at 16 park sites and seven alternate sites. The work specified in the bid would take place primarily over 26 weeks, beginning approximately the third week of April and continuing through the second week of October. The bid also specified there could potentially be two successive one-year renewals to the awarded bidder. Due to construction at Ravinia School, base bid item #11 will be removed from the contract for 2024. Staff budgeted for and seeks to add alternate 2 to the contract for the 2024 season.

Bid Results

2023 Routine Grounds Maintenance – South Route Bid Tabulation

Contractor Name	Total Per Visit Cost	Total Base Contract @ 26 Visits	Alternate 1 Total – Fink. A Park	Alternate 2 Total – Fink. B Park	Alternate 3 Total – Jens Jensen Park	Alternate 4 Total – Laurel Park	Alternate 5 Total – Memorial Park	Alternate 6 Total – Rosewood Park	Alternate 7 Total – Yerkes Fountain
Langton Group	\$2,621.00	\$68,146.00	\$8,775.00	\$10,647.00	\$1,170.00	\$1,170.00	\$1,521.00	\$2,340.00	\$871.00
Balanced Environmental Inc.	\$2,689.87	\$69,936.62	\$12,408.50	\$13,604.50	\$1,495.00	\$1,495.00	\$1,943.50	\$2,990.00	\$149.50

In 2023, Staff recommended approval from the Park Board of Commissioners acceptance of the 2023 Routine Grounds Maintenance – South Route base bid proposal and alternates 1, 4, 5, and 6 from Langton Group. Staff was pleased with the work completed by Langton Group during the 2023 season.

Financial Impact

Total Budgeted Funds for Landscape Maintenance \$212,847.00

Total RENEWAL of the Routine Grounds Maintenance - South Route Base Bid, excluding item #11, including alternates 1-2, 4-6 \$ 91,195.00

Total RENEWAL of Routine Grounds Maintenance – North Route (recommended for approval separately) \$ 82,394.00

Anticipated Amount Under Budget \$ 39,258.00

Recommendation

Staff recommends approval from the Park Board of Commissioners of the renewal of the 2023 Routine Grounds Maintenance – South Route base bid proposal and alternates 1, 2, 4, 5, and 6 from Langton Group in the amount of \$ 91,195.00.



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: March 20, 2024

Subject: **Approval of the Renewal of the 2023 Weeding & Landscape Services Bid**

Summary

The Park District of Highland Park received three bids on March 10, 2023, for the Weeding & Landscape Services Bid. The bid proposal specifies monthly weeding, cultivating, edging, and mulching at 10 park sites and five alternate sites, including the North Suburban Special Recreation Association. The work specified in the bid would take place primarily over 6 months, beginning in April and continuing through September. The bid also specified there could potentially be two successive one-year renewals to the awarded bidder.

Staff budgeted and will seek to add a change order following the execution of the renewal of the contract. The change order would consist of an increased scope at Devonshire Park and Hidden Creek Aquapark, and the addition of Centennial Ice Arena, following the completion of the renovation last year.

Bid Results

2023 Weeding & Landscaping Services Bid Tabulation

	Total Base Proposal	Alt. 1: Deer Creek Racquet Club	Alt. 2: Central Park	Alt. 3: NSSRA	Alt. 4: Rosewood Park	Alt. 5: Sunset Schwartz Garden
Delia & Bro's Landscaping Inc.	\$252,455.00	\$80,055.00	\$15,990.00	\$7,345.00	\$17,400.00	\$103,200.00
Langton Group	\$55,994.00	\$1,860.00	\$4,224.00	\$4,974.00	\$5,280.00	\$3,168.00
Fleck's Landscaping	\$39,924.00	\$600.00	\$1,128.00	\$957.00	\$1,866.00	\$960.00

In 2023, Staff recommended approval from the Park Board of Commissioners the acceptance of the 2023 Weeding & Landscape Services base bid proposal and alternates 1-5 from Fleck's Landscaping.

Financial Impact

Total Budgeted Funds for Landscape Services	\$ 55,368.00
Total RENEWAL of Weeding & Landscaping Bid base proposal & Alternates 1-5	\$ 45,435.00
Reimbursement from NSSRA	(\$ 957.00)
Anticipated Amount Under Budget upon RENEWAL	\$ 10,890.00
Proposed Change Order	\$ 3,244.00
Anticipated Amount Under Budget year end	\$ 7,646.00

Recommendation

Staff recommend approval from the Park Board of Commissioners of the renewal of the 2023 Weeding & Landscape Services base bid proposal and alternates 1-5 from Fleck's Landscaping in the amount of \$ 45,435.00.



Memorandum

To: Park Board of Commissioners

From: Jessica Reyes, Assistant Director of Recreation

Date: March 12, 2024

Subject: **Approval of the First Student Transportation Services Agreement Extension for Summer Camp**

Summary/Background

Since 2015, First Student Inc. has provided transportation services for both School District 112 and the Park District of Highland Park's Summer Camp. Services provided to the Park District include AM and PM bus routes that provide home-to-camp transportation for Highland Park residents, transportation of campers between before/aftercare and their day camp locations, and daily transportation of all campers to and from field trips, off-site activities, and overnight trips.

The Park District's experience with First Student Inc. has been very satisfactory. Staff believe they are responsive to our requests and professional in our interactions.

School District 112 extended its agreement with First Student through the 2022-2025 school year. The proposed extension will extend the current agreement with the Park District through August 31, 2025, covering transportation services for the entire 2024 and 2025 camp season.

Financial Impact

2023 summer camp bus (per bus per day)	\$373.56
Proposed 2024 summer camp bus (per bus per day)	\$389.13
Proposed 2025 summer camp bus (per bus per day)	\$404.69

The current extension for the 2024 camp season will reflect a 4% increase from our 2023 cost and a 6% increase from the 2024 to the 2025 season.

The final cost of busing for each camp season varies depending on the final number of buses needed, however, based on the staff analysis of need, we expect the total cost per season to be between \$180,000 and \$200,000. The 2024 budget, when developed, reflected this expense, and will continue to be reflected when planning the 2025 budget.

Recommendation

Staff recommends approval from the Board of Park Commissioners to extend our agreement with First Student Inc. for the 2024 and 2025 camp seasons.

**INDEPENDENT CONTRACTOR AGREEMENT
AMENDMENT AND EXTENSION TO THE TRANSPORTATION SERVICES
AGREEMENT BETWEEN PARK DISTRICT OF HIGHLAND PARK AND FIRST
STUDENT, Inc.**

THIS AGREEMENT entered into by and between First Student Inc. (hereafter "CONTRACTOR") and THE PARK DISTRICT OF HIGHLAND PARK (hereafter "AGENCY").

WHEREAS, CONTRACTOR will continue performing transportation services and work for AGENCY in accordance with the contract dated April 19, 2022 for Request for Proposal: 2022-2025 Summer Bus Services Specification (hereafter "RFP"), and CONTRACTOR's Proposal (hereafter "Proposal"), all of which are attached hereto as **Exhibit B** and incorporated herein and, with this document, collectively referred to as the "Agreement."

WHEREAS, the parties wish to extend the terms thereof and amend the agreement further;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, CONTRACTOR hereby agrees:

1. **TERM:** The term of the agreement shall extend for one (2) additional years, commencing June 1, 2024, and continuing through August 31, 2025. Thereafter this agreement may be extended on a year-to-year basis by mutual agreement of the Parties.
2. **COMPENSATION:** Commencing June 1, 2024, the rates of compensation payable hereunder during the ensuing Contract year shall be those set forth in **Exhibit 'A'**. Rates will increase no more than 6% for the 2024 and 2025 Camp season, over the 2023 camp season rates.
3. **EQUIPMENT:** AGENCY and CONTRACTOR have agreed to move forward with fleet not more than 5 years in age.
4. **NOTICE TO PARTIES:** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail. Notices to AGENCY shall be addressed to:

Jessica Reyes, Assistant Director of Recreation
Park District of Highland Park
636 Ridge Road.
Highland Park, Illinois 60035

- a. Notices to CONTRACTOR shall be addressed to:
John Billigmeier, Senior Vice President- Central Region
First Student, Inc.
2800 Old Willow Road
Northbrook, Illinois 60062

With a copy to:
General Counsel
First Group America, Inc.
600 Vine St - Suite 1400
Cincinnati, OH 45202

5. ASSIGNMENT: This agreement shall not be assigned by the parties hereto, without the written consent of the AGENCY, which consent shall not be unreasonably withheld or delayed. However, the CONTRACTOR may assign this agreement if the assignment is made to a parent company, subsidiary, related or affiliated company.
6. CHANGES IN SERVICES: the AGENCY may increase or decrease services to be provided by CONTRACTOR under this agreement. However, where such increases or decreases materially impact the service levels or equipment levels required of CONTRACTOR under assumed routes, schedules, and vehicle requirements contained in this Agreement, CONTRACTOR shall be permitted to adjust rates at which services are provided to cover increase or decreases in cost structure associated with such changes by the AGENCY.
7. TERMINATION FOR CONVENIENCE: Either party may terminate this agreement at the end of any service year, without cause, upon sixty (60) days written notice to the other party.
8. NO OTHER MODIFICATIONS: All terms of the Agreement shall remain in full force and effect except to the extent modified herein. This amendment shall become a part of and integrated into the Agreement.

IT IS MUTUALLY UNDERSTOOD AND AGREED that CONTRACTOR or its employees, representatives, or Subcontractors are in no sense employees of AGENCY, it being specifically agreed that CONTRACTOR bears the relationship of an independent CONTRACTOR to AGENCY.

This Amendment shall be in full force and effect from the _____ day of _____, 20____ until such time as it is terminated by AGENCY.

IN WITNESS WHEREOF, THE PARTIES have executed this Agreement this _____ day of _____, 20____

PARK DISTRICT OF HIGHLAND PARK

FIRST STUDENT, Inc.

Signature

Printed Name

Title

David Chan

Signature

DAVID CHAN

Printed Name

REGIONAL CHARTER SALES CONSULTANT

Title

Exhibit A

Park District of Highland Park Compensation Rates for Transportation Services (cost per bus)

2023 Camp Season	Proposed 2024 Camp Season	Proposed 2025 Camp Season
Past Season	4% Increase	6% Increase
June-August 2023	June- August 2024	June- August 2025
\$374.16	\$389.13	\$412.48

Cancellation Policy	
Day of Trip	Full Price of Trip (does not apply to weather related cancellations)
Day of trip cancellation waived due to weather with at least 2 hours notice	
5 Business days or less	\$150.00 per bus
Late Change/Late Booking Fee	
Late Booking (5 business days or less prior to trip date)	\$100.00
Late Change (5 business days or less prior to trip date)	\$50.00

Exhibit B



Date: April 19, 2022

To: Dr. Michael Lubelfeld, Superintendent of Schools
Members of the Board of Education

From: Jeremy Davis, Assistant Superintendent for Finance and Operations

Subject: Recommendation to Award a Contract for Student Transportation Services

Policy: 4:60 – Purchases and Contracts

Disposition: Action

Executive Summary:

An advertisement was placed in the Daily Herald on March 10, 2022, seeking qualified bidders to provide Regular Student Transportation Services to the District for a three-year period beginning August 1, 2022 and ending July 31, 2025, with the District's ability to extend the contract for two additional one-year contracts.

On April 6, 2022, bids were opened and publicly read aloud. A total of two bids were received from Safeway Transportation (our special education transportation vendor) and First Student Transportation (our current regular transportation provider). Four other vendors that received bid packets, Zum, Positive Connections, Alltown Bus, and North Shore Transit, declined to submit a bid. Each of the bids received were reviewed by the Assistant Superintendent for Finance & Operations. Legal counsel assisted in the preparation of the bid request and contract documents.

After analyzing the bids, First Student Transportation was the lowest responsible bidder. The bid submitted by First Student is estimated to increase current pricing by 6.0% next fiscal year. Per bid specifications, increases in years two and three of the contract will be limited to the Consumer Price Index for all Urban Consumers (CPI-U) or 5%, whichever is less.

The annual transportation service fees of the vendors who submitted a bid are as follows:
Safeway Transportation: \$3,996,677.50, and First Student Transportation: \$3,905,523.00.

The administration recommends at the April 19, 2022 Regular Board of Education Meeting that the Board approves awarding the Student Transportation Services contract to First Student Transportation for a three-year contract beginning August 1, 2022 through July 31, 2025.

Recommendation: Action

Roll call vote to approve the Student Transportation Service contract to First Student Transportation, as presented.



Memorandum

To: Board of Park Commissioners

From: Samantha Santizo - Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: March 20, 2024

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written February 27, 2024 through March 14, 2024 to be presented to the Board for approval on March 20, 2024.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
February 27, 2024 Emergency Check	\$ 4,736.00
February 28, 2024 Emergency Check	\$ 455.00
March 01, 2024 Emergency Check	\$ 3,264.26
March 05, 2024 Emergency Checks	\$ 7,436.42
March 07, 2024	\$ 99,802.97
March 14, 2024	\$ 365,116.15
Void Payments	\$ (34,443.28)
Bank Drafts	\$ 13,025.69
P-Card	\$ 152,901.99
TOTAL	\$ 612,295.20

PAYROLL DISBURSEMENTS

February 23, 2024	\$ 411,449.33
March 08, 2024	\$ 419,531.11
TOTAL	\$ 830,980.44

GRAND TOTAL	\$ 1,443,275.64
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 03-20-24 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



Park District of Highland Park, IL

Check Register

Packet: APPKT03990 - 2/27/24 Floor Coverings International-
Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
20661	FLOOR COVERINGS INTERNATIONAL	02/27/2024	Regular	0.00	4,736.00	190380
3568786	Invoice	02/26/2024	Vinyl planks, adhesive and transitions	0.00	4,736.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	4,736.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	4,736.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	4,736.00
			<hr/> 4,736.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04001 - 2/28/24 Jeff Cohen Creative-Reissuing
Replacement Check for Lost Check#190243

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16866	JEFF COHEN CREATIVE LTD	02/28/2024	Regular	0.00	455.00	190381
121923	Invoice	12/19/2023	Photography on 11/9/23 & 11/30/23	0.00	455.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	455.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	455.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	455.00
			<hr/>
			455.00



By Check Number

Vendor Number	Vendor DBA Name	Payment Date		Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description		Discount Amount	Payable Amount	
Bank Code: AP-AP BANK							
17515	WINDSTREAM	03/01/2024		Regular	0.00	3,264.26	190382
76254166	Invoice	02/22/2024	February 2024		0.00	3,264.26	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	3,264.26
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	3,264.26

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2024	3,264.26
			<hr/> 3,264.26



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
17719	CONSTELLATION NEWENERGY - GAS D	03/05/2024	Regular	0.00	3,044.02	190383
3546481	Invoice	08/16/2022	BG-306015 July 2022	0.00	3,044.02	
19484	PLANSOURCE	03/05/2024	Regular	0.00	4,392.40	190384
030524	Invoice	03/05/2024	IMRF Retiree Insurance-March 2024 Premiu...	0.00	4,392.40	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	7,436.42
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	7,436.42

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2024	7,436.42
			<u>7,436.42</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT04013 - 3/7/24 Check Print

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16895	312 COMMUNICATIONS INC	03/07/2024	Regular	0.00	6,730.00	190385
97818	Invoice	01/31/2024	312 Professional Services-January 2024	0.00	6,730.00	
20671	AARON SCHAUER	03/07/2024	Regular	0.00	148.00	190386
030624	Invoice	03/06/2024	House Basketball Referee-4 games on 2/10/...	0.00	148.00	
20670	GONZALEZ TREE CARE LLC	03/07/2024	Regular	0.00	10,000.00	190387
0210	Invoice	03/02/2024	Winter Tree Trimming	0.00	10,000.00	
10111	AMALGAMATED BANK OF CHICAGO	03/07/2024	Regular	0.00	475.00	190388
Trust#1856444008	Invoice	03/01/2024	Tax Park Bonds, Series 2017	0.00	475.00	
14293	AMAZING MINDS 2 LLC	03/07/2024	Regular	0.00	2,000.00	190389
030424	Invoice	03/04/2024	3/25/24-3/29/24 STREAM Break Camp	0.00	2,000.00	
20071	AVALON PETROLEUM COMPANY	03/07/2024	Regular	0.00	1,857.90	190390
009406	Invoice	02/08/2024	Unleaded fuel 2/8/24	0.00	1,401.71	
040318	Invoice	02/08/2024	Diesel fuel 2/8/24	0.00	456.19	
18989	BONNIE GARFIELD	03/07/2024	Regular	0.00	193.32	190391
1193735	Invoice	11/16/2020	Refund	0.00	193.32	
10348	BRUCE CARLSEN	03/07/2024	Regular	0.00	74.00	190392
030624	Invoice	03/06/2024	House Basketball Referee-2 games on 1/27/...	0.00	74.00	
10387	CAREY DOWDLE	03/07/2024	Regular	0.00	37.00	190393
030624	Invoice	03/06/2024	House Basketball Referee-1 games on 1/27/...	0.00	37.00	
20379	CENTURISK	03/07/2024	Regular	0.00	1,600.00	190394
664-13828	Invoice	02/23/2024	Annual Valuation Update Services-Final Repo..	0.00	1,600.00	
10502	CITY OF HIGHLAND PARK	03/07/2024	Regular	0.00	4,398.55	190395
030424 006468	Invoice	03/04/2024	0 Cloverdale Ave 12/1/23-2/29/24	0.00	65.33	
030424 007039	Invoice	03/04/2024	3420 Krenn Ave 12/1/23-2/29/24	0.00	65.02	
030424 007271	Invoice	03/04/2024	0 Kent Ave 12/1/23-2/29/24	0.00	26.40	
030424 008032	Invoice	03/04/2024	636 Ridge Rd 12/1/23-2/29/24	0.00	2,267.88	
030424 008037	Invoice	03/04/2024	636 Ridge Rd 12/1/23-2/29/24	0.00	680.95	
030424 008912	Invoice	03/04/2024	150 Barberry Rd 12/1/23-2/29/24	0.00	149.35	
030424 009261	Invoice	03/04/2024	2821 Ridge Rd 12/1/23-2/29/24	0.00	926.66	
030424 026564	Invoice	03/04/2024	2755 Trail Way 12/1/23-2/29/24	0.00	26.40	
030424 026583	Invoice	03/04/2024	1556 Grove Ave 12/1/23-2/29/24	0.00	26.40	
030424 026585	Invoice	03/04/2024	1240 Fredrickson Pl 12/1/23-2/29/24	0.00	137.76	
030424 026603	Invoice	03/04/2024	850 Clavey Rd 12/1/23-2/29/24	0.00	26.40	
16752	COLUMBIA CASCADE COMPANY	03/07/2024	Regular	0.00	2,125.00	190396
Order No. 36709-B..	Invoice	02/26/2024	Risers for Deutsch Park Playground	0.00	2,125.00	
10537	COMMONWEALTH EDISON COMPANY	03/07/2024	Regular	0.00	283.01	190397
022824 19110112...	Invoice	02/28/2024	0 E Egandale 1n Park 1/23/24-2/28/24	0.00	283.01	
10537	COMMONWEALTH EDISON COMPANY	03/07/2024	Regular	0.00	4,383.86	190398
022824 75176212...	Invoice	02/28/2024	636 Ridge Rd 1/23/24-2/28/24	0.00	4,383.86	
10537	COMMONWEALTH EDISON COMPANY	03/07/2024	Regular	0.00	2,147.11	190399
022124 60311401...	Invoice	02/21/2024	1390 Sunset Rd 1/17/24-2/21/24	0.00	2,147.11	
10537	COMMONWEALTH EDISON COMPANY	03/07/2024	Regular	0.00	1,264.09	190400

Check Register

Packet: APPKT04013-3/7/24 Check Print

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
022924 08581670...	Invoice	02/29/2024	1240 Fredrickson Pl-POGO Building 1/24/24-...	0.00	1,264.09	
10624	DANIEL CREANEY COMPANY	03/07/2024	Regular	0.00	5,450.00	190401
46220	Invoice	03/07/2024	Topographic Survey 50% completed	0.00	4,950.00	
46394	Invoice	02/26/2024	Balance-Topographic Survey Cunniff Park-Jan..	0.00	500.00	
10637	DAVID DILLION	03/07/2024	Regular	0.00	333.00	190402
030624	Invoice	03/06/2024	House Basketball Referee-9 games	0.00	333.00	
20106	DAVID DILLION, JR	03/07/2024	Regular	0.00	185.00	190403
030624	Invoice	03/06/2024	House Basketball Referee-5 games on 2/3/2...	0.00	185.00	
10665	DEBBIE YAKAMINSKY	03/07/2024	Regular	0.00	111.00	190404
030624	Invoice	03/06/2024	House Basketball Referee-3 games on 2/24/...	0.00	111.00	
17661	DIEGO LARCO	03/07/2024	Regular	0.00	185.00	190405
030624	Invoice	03/06/2024	House Basketball Referee-5 games on 3/2/2...	0.00	185.00	
20667	ELIZABETH ROBBINS	03/07/2024	Regular	0.00	112.00	190406
2273271	Invoice	03/04/2024	Refund	0.00	112.00	
10828	ERIC GOLMON	03/07/2024	Regular	0.00	447.00	190407
021924	Invoice	02/19/2024	Reimbursement-Feeder Travel Basketball To...	0.00	447.00	
17719	CONSTELLATION NEWENERGY - GAS D	03/07/2024	Regular	0.00	3,933.03	190408
3971648	Invoice	02/28/2024	1201 Park Ave W-January 2024	0.00	3,933.03	
10954	MAGIC OF GARY KANTOR	03/07/2024	Regular	0.00	250.00	190409
022224	Invoice	02/22/2024	3/29/24 Magic Show-STREAM Explorers Ca...	0.00	250.00	
10954	MAGIC OF GARY KANTOR	03/07/2024	Regular	0.00	400.00	190410
030424	Invoice	03/04/2024	4/27/24 Under the Big Top - Walkaround M...	0.00	400.00	
10974	GEWALT HAMILTON ASSOCIATES INC	03/07/2024	Regular	0.00	1,629.00	190411
5121.002-7	Invoice	02/09/2024	Deck Placement CA Services 1/1/24-1/28/24	0.00	1,629.00	
20666	HILARY SHAPIRO	03/07/2024	Regular	0.00	50.00	190412
2273197	Invoice	03/04/2024	Refund	0.00	50.00	
11125	HITCHCOCK DESIGN GROUP	03/07/2024	Regular	0.00	5,873.51	190413
31970	Invoice	01/31/2024	Park Ave Beach Phase One Final Design 1/31...	0.00	5,873.51	
15488	JG'S REPTILE ROAD SHOW AND MORE	03/07/2024	Regular	0.00	400.00	190414
1838	Invoice	02/26/2024	3/28/24 Educational Reptile Show-STREAM ...	0.00	400.00	
11276	JAY ZIMMERMAN	03/07/2024	Regular	0.00	582.00	190415
030624	Invoice	03/06/2024	House Basketball Referee 9 games/Assigner ...	0.00	582.00	
20669	LITTLE MEDICAL SCHOOL - CHICAGO V	03/07/2024	Regular	0.00	1,305.00	190416
1	Invoice	03/04/2024	Little Vet. School Dog-Winter Enrichment Pr...	0.00	1,305.00	
16866	JEFF COHEN CREATIVE LTD	03/07/2024	Regular	0.00	475.00	190417
022624	Invoice	02/26/2024	Photography 1/13/24 & 1/20/24	0.00	475.00	
13391	JIM STATZA	03/07/2024	Regular	0.00	296.00	190418
030624	Invoice	03/06/2024	House Basketball Referee-8 games	0.00	296.00	
20672	JOHN H. FIX	03/07/2024	Regular	0.00	814.00	190419
030624	Invoice	03/06/2024	Winter House Basketball Referee-22 games	0.00	814.00	
18140	JOHN MADDEN	03/07/2024	Regular	0.00	74.00	190420
030624	Invoice	03/06/2024	House Basketball Referee-2 games on 2/3/2...	0.00	74.00	
16170	LESLEY THEPHASDIN	03/07/2024	Regular	0.00	65.00	190421
2273187	Invoice	03/04/2024	Refund	0.00	65.00	
18474	LRS , LLC	03/07/2024	Regular	0.00	2,344.48	190422

Check Register

Packet: APPKT04013-3/7/24 Check Print

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
LR5619584	Invoice	02/25/2024	2205 Skokie Valley Rd 3/1/24-3/31/24	0.00	84.24	
LR5619688	Invoice	02/25/2024	883 Sheridan Rd 3/1/24-3/31/24	0.00	84.24	
LR5619689	Invoice	02/25/2024	31 Park Ave 3/1/24-3/31/24	0.00	46.46	
LR5619690	Invoice	02/25/2024	2821 Ridge Rd 3/1/24-3/31/24	0.00	84.24	
LR5619691	Invoice	02/25/2024	701 Deer Creek Pkwy 3/1/24-3/31/24	0.00	145.91	
LR5619692	Invoice	02/25/2024	636 Ridge Rd 3/1/24-3/31/24	0.00	216.14	
LR5619693	Invoice	02/25/2024	3100 Trail Way 3/1/24-3/31/24	0.00	329.76	
LR5619695	Invoice	02/25/2024	1240 Fredrickson Pl(POGO) 3/1/24-3/31/24 ...	0.00	971.73	
LR5620138	Invoice	02/25/2024	1201 Park Ave W 3/1/24-3/31/24	0.00	381.76	
20664	MADELEINE VAN OVERBEEK	03/07/2024	Regular	0.00	95.98	190423
2261958	Invoice	02/23/2024	Refund	0.00	95.98	
20077	MELISSA PARKER	03/07/2024	Regular	0.00	1,296.75	190424
20241	Invoice	02/16/2024	Dog Training Program #1481080-A & B	0.00	1,296.75	
11805	MIKE CORRIGAN	03/07/2024	Regular	0.00	185.00	190425
030624	Invoice	03/06/2024	House Basketball Referee-5 games	0.00	185.00	
17656	NANCY CRANN	03/07/2024	Regular	0.00	222.00	190426
030624	Invoice	03/06/2024	House Basketball Referee-6 games	0.00	222.00	
17635	NICHOLAS SUHADOLNIK	03/07/2024	Regular	0.00	185.00	190427
030624	Invoice	03/06/2024	House Basketball Referee-5 games	0.00	185.00	
13604	NORTH SHORE GAS	03/07/2024	Regular	0.00	437.42	190428
021924 06024054...	Invoice	02/19/2024	2900 Trailway Cunniff Park Shelter 1/18/24-...	0.00	235.46	
021924 06024054...	Invoice	02/19/2024	3100 Trail Way 1/18/24-2/14/24	0.00	201.96	
14914	NORTH SHORE WATER RECLAMATION	03/07/2024	Regular	0.00	4,090.36	190429
5248495	Invoice	02/17/2024	0 Cavell Ave 7/17/23-10/16/23	0.00	18.32	
5249705	Invoice	02/17/2024	750 Lincoln Ave W 7/17/23-10/16/23	0.00	118.03	
5267121	Invoice	02/24/2024	3420 Krenn Ave 9/1/23-11/8/23	0.00	3,032.15	
5268768	Invoice	02/24/2024	636 Ridge Rd 8/16/23-11/8/23	0.00	921.86	
11998	PARK DISTRICT RISK MGMT AGCY	03/07/2024	Regular	0.00	40.00	190430
1707237732	Invoice	03/06/2024	3/15/24 Aquatic Risk Mgmt Day-Matt Hartne..	0.00	40.00	
11998	PARK DISTRICT RISK MGMT AGCY	03/07/2024	Regular	0.00	2,700.00	190431
022224 ICM053699	Invoice	02/22/2024	Carol Craig theft case# ICM053699	0.00	2,700.00	
15146	PETER E HERNANDEZ	03/07/2024	Regular	0.00	223.35	190432
02202024047	Invoice	02/20/2024	2/20/24 Photography & Editing/Retouching	0.00	223.35	
12057	PHIL FOLINO	03/07/2024	Regular	0.00	999.00	190433
030624	Invoice	03/06/2024	Winter House Basketball Referee-27 games	0.00	999.00	
20665	RACHEL LARMAN	03/07/2024	Regular	0.00	50.00	190434
2273171	Invoice	03/04/2024	Refund	0.00	50.00	
19833	MAGIC BY RANDY INC.	03/07/2024	Regular	0.00	300.00	190435
022224	Invoice	02/22/2024	3/26/24 Magic Show-STREAM Explorers Spri...	0.00	300.00	
12166	RECORD-A-HIT, INC.	03/07/2024	Regular	0.00	1,625.00	190436
241218	Invoice	02/15/2024	4/27/24 Under the Big Top - Attractions	0.00	1,625.00	
20591	YOUTHAGE CULINARY PROGRAM, INC	03/07/2024	Regular	0.00	3,875.00	190437
PDHP03252024	Invoice	02/27/2024	Culinary Classes-3/25/24-3/29/24 STREAM B...	0.00	3,875.00	
16459	SANTO SPORT STORE	03/07/2024	Regular	0.00	2,127.25	190438
710053	Invoice	02/20/2024	83 Youth Baseball Belts/36 Adult Baseball Be...	0.00	1,436.25	
710120	Invoice	01/18/2024	1 Champro Adult Dagger Basketball Jersey	0.00	28.50	
710126	Invoice	01/25/2024	1 Gildan Adult Dryblend Hoodie	0.00	33.50	
710185	Invoice	02/14/2024	1 Gildan Youth Hoodie/2 Gildan Adult Hoodi...	0.00	82.50	
710234	Invoice	02/26/2024	1 Badger Youth B-Core Short Sleeve Shirt	0.00	28.00	

Check Register

Packet: APPKT04013-3/7/24 Check Print

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
710235	Invoice	02/21/2024	10 Augusta Chill Fleece Pullovers	0.00	354.50	
710278	Invoice	02/26/2024	4 Champro Oversize All-Purpose Bags	0.00	128.00	
710288	Invoice	02/26/2024	6 Profeet Performance OTC Baseball Socks	0.00	36.00	
20668	SCOTT NASATIR	03/07/2024	Regular	0.00	381.00	190439
2274072	Invoice	03/05/2024	Refund	0.00	381.00	
12335	SCOTT ZACHAR	03/07/2024	Regular	0.00	111.00	190440
030624	Invoice	03/06/2024	House Basketball Referee-3 games on 3/2/2...	0.00	111.00	
18410	SIKICH LLP	03/07/2024	Regular	0.00	8,000.00	190441
43407	Invoice	02/27/2024	Professional Services through 2/29/2024	0.00	8,000.00	
12396	SOIL AND MATERIAL CONSULTANTS	03/07/2024	Regular	0.00	5,465.00	190442
49937	Invoice	02/21/2024	Geotechnical Investigation-Sunset Woods	0.00	5,465.00	
17133	TAMALA REED	03/07/2024	Regular	0.00	111.00	190443
022724	Invoice	02/27/2024	Basketball Referee-3 games on 2/3/2024	0.00	111.00	
12607	TIM GIBSON	03/07/2024	Regular	0.00	74.00	190444
030624	Invoice	03/06/2024	House Basketball Referee-2 games on 2/24/...	0.00	74.00	
19785	THE SWEET GROUP	03/07/2024	Regular	0.00	111.00	190445
030624	Invoice	03/06/2024	House Basketball Referee-3 games on 2/24/...	0.00	111.00	
12631	TONY ROSS	03/07/2024	Regular	0.00	37.00	190446
030624	Invoice	03/06/2024	House Basketball Referee-1 game on 1/27/2...	0.00	37.00	
10650	WOODHOUSE TINUCCI ARCHITECTS LL	03/07/2024	Regular	0.00	4,030.00	190447
5718	Invoice	03/05/2024	Interior Renovation 2024	0.00	4,030.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	94	63	0.00	99,802.97
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	94	63	0.00	99,802.97

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2024	99,802.97
			<u>99,802.97</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT04023 - 3/14/24 Check Print

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16895	312 COMMUNICATIONS INC	03/14/2024	Regular	0.00	6,730.00	190448
97818	Invoice	01/31/2024	312 Professional Services-January 2024	0.00	6,730.00	
16895	312 COMMUNICATIONS INC	03/14/2024	Regular	0.00	18,760.00	190449
97814	Invoice	01/12/2024	4/18/23-12/26/23 Informacast Project	0.00	18,760.00	
16895	312 COMMUNICATIONS INC	03/14/2024	Regular	0.00	1,135.94	190450
97784	Invoice	06/09/2023	Cisco Firepower Management Center/Applia...	0.00	1,135.94	
16895	312 COMMUNICATIONS INC	03/14/2024	Regular	0.00	30,790.04	190451
97682	Invoice	03/08/2024	Payment for invoice# 97682	0.00	3,920.00	
97694	Invoice	03/08/2024	Payment for invoice# 97694	0.00	700.00	
97732	Invoice	03/08/2024	Payment for invoice# 97732	0.00	280.00	
97786	Invoice	03/08/2024	Payment for invoice# 97786	0.00	2,797.78	
97787	Invoice	03/08/2024	Payment for invoice# 97787	0.00	7,420.00	
97803	Invoice	03/08/2024	Payment for invoice# 97803	0.00	20,483.11	
CM 97773	Credit Memo	12/31/2023	Undocumented Invoice In Dispute by PDHP	0.00	-4,810.85	
19172	AQUAMOON LLC	03/14/2024	Regular	0.00	640.00	190452
24-0331	Invoice	02/29/2024	Aquarium Service	0.00	640.00	
20071	AVALON PETROLEUM COMPANY	03/14/2024	Regular	0.00	5,523.50	190453
009388	Invoice	02/29/2024	Unleaded fuel 2/26/24	0.00	1,337.24	
009405	Invoice	02/14/2024	Unleaded fuel 2/14/24	0.00	1,044.64	
009419	Invoice	02/20/2024	Unleaded fuel 2/20/24	0.00	1,080.02	
009424	Invoice	02/21/2024	Unleaded fuel 2/21/24	0.00	598.18	
009432	Invoice	02/27/2024	Unleaded fuel 2/27/24	0.00	764.97	
040330	Invoice	02/21/2024	Diesel Fuel 2/21/24	0.00	462.76	
040338	Invoice	02/27/2024	Diesel fuel 2/27/24	0.00	235.69	
20673	BRIAN COHEN	03/14/2024	Regular	0.00	55.00	190454
2279130	Invoice	03/07/2024	Refund	0.00	55.00	
20284	BULLDOG SECURITY	03/14/2024	Regular	0.00	1,152.00	190455
39230	Invoice	03/01/2024	Hidden Creek Alarm Monitoring 4/1/24-3/31...	0.00	1,152.00	
10387	CAREY DOWDLE	03/14/2024	Regular	0.00	212.00	190456
031324	Invoice	03/13/2024	Payment for 4 games on 1/23/24 & 2/10/24	0.00	212.00	
20147	CHICAGO COMMUNICATIONS LLC	03/14/2024	Regular	0.00	2,202.00	190457
124375	Invoice	02/28/2024	Camera Replacement	0.00	2,202.00	
20661	FLOOR COVERINGS INTERNATIONAL	03/14/2024	Regular	0.00	750.00	190458
3568786-2	Invoice	02/26/2024	Rolled goods, cove base, and weldrod	0.00	750.00	
10537	COMMONWEALTH EDISON COMPANY	03/14/2024	Regular	0.00	1,919.40	190459
030424 64098011...	Invoice	03/04/2024	0 N Clavey 1E Rt 41 1/24/24-2/29/24	0.00	1,919.40	
10628	DARIUS ARDELEAN	03/14/2024	Regular	0.00	106.00	190460
031324	Invoice	03/13/2024	Payment-2 Travel Basketball games 2/17/24	0.00	106.00	
10665	DEBBIE YAKAMINSKY	03/14/2024	Regular	0.00	318.00	190461
031324	Invoice	03/13/2024	Payment-6 Travel Basketball games on 1/30...	0.00	318.00	
17122	DYNEGY ENERGY SERVICES	03/14/2024	Regular	0.00	34,396.86	190462
331665724021	Invoice	03/06/2024	January 2024-February 2024	0.00	34,396.86	
20418	ELENA VICTORIA LLC	03/14/2024	Regular	0.00	4,125.00	190463

Check Register

Packet: APPKT04023-3/14/24 Check Print

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
62023	Invoice	08/01/2023	6/19/23-6/23/23 EV Sewing Camp	0.00	4,125.00	
16915	FALCONS HOCKEY ASSOCIATION	03/14/2024	Regular	0.00	3,431.93	190464
031324	Invoice	03/13/2024	Winter 2024 Little Falcons Class	0.00	3,431.93	
11179	ILLINOIS ASSOC OF PARK DIST.	03/14/2024	Regular	0.00	600.00	190465
03112024	Invoice	02/29/2024	Entry Fee to enter the Distinguished Accredi...	0.00	600.00	
11274	JAY BACH	03/14/2024	Regular	0.00	159.00	190466
031324	Invoice	03/13/2024	Payment for 3 Travel Basketball games on 1/...	0.00	159.00	
11469	KEYTH TECHNOLOGIES, INC.	03/14/2024	Regular	0.00	5,760.00	190467
832124	Invoice	02/29/2024	Security Camera Vision Parts/Installations	0.00	5,760.00	
17710	MNJ TECHNOLOGIES DIRECT, INC	03/14/2024	Regular	0.00	2,021.19	190468
CINV004037812	Invoice	02/26/2024	Exchange Online(Plan 2)-Quantity 4	0.00	27.96	
CINV004037876	Invoice	02/26/2024	Exchange Online/Microsoft 365 Premium & ...	0.00	1,993.23	
13604	NORTH SHORE GAS	03/14/2024	Regular	0.00	1,649.14	190469
030724 06011450...	Invoice	03/07/2024	3100 Trail Way(Centennial Ice) 2/1/24-2/29/...	0.00	1,649.14	
20675	PANTHEA SADRI	03/14/2024	Regular	0.00	416.00	190470
2284514	Invoice	03/12/2024	Refund	0.00	416.00	
11998	PARK DISTRICT RISK MGMT AGCY	03/14/2024	Regular	0.00	197,340.01	190471
0224133H	Invoice	02/29/2024	Feb. HRA/February 2024-Employee Health In...	0.00	197,340.01	
11998	PARK DISTRICT RISK MGMT AGCY	03/14/2024	Regular	0.00	31,143.15	190472
0224133	Invoice	02/29/2024	February 2024-Liability Insurance	0.00	31,143.15	
12014	PATRICK SLEIN	03/14/2024	Regular	0.00	74.00	190473
030624	Invoice	03/06/2024	House Basketball Referee-2 games on 2/10/...	0.00	74.00	
16459	SANTO SPORT STORE	03/14/2024	Regular	0.00	995.75	190474
710128	Invoice	01/24/2024	32 Badger Youth Shirts/3 Badger Adult Shirts	0.00	995.75	
12539	TESKA ASSOCIATES, INC.	03/14/2024	Regular	0.00	4,295.00	190475
13971	Invoice	02/20/2024	Port Clinton Old Elm-Construction Documen...	0.00	4,295.00	
12606	TIM GALASSINI	03/14/2024	Regular	0.00	212.00	190476
031324	Invoice	03/13/2024	Payment-4 Travel Basketball games on 1/13...	0.00	212.00	
19785	THE SWEET GROUP	03/14/2024	Regular	0.00	1,007.00	190477
030824	Invoice	03/08/2024	Payment-19 Travel Basketball games offici...	0.00	1,007.00	
20676	RESTAURANT FURNITURE PLUS	03/14/2024	Regular	0.00	4,956.24	190478
S9578	Invoice	03/07/2024	Furniture-Table Tops & Table Base Bar Height	0.00	4,956.24	
10650	WOODHOUSE TINUCCI ARCHITECTS LL	03/14/2024	Regular	0.00	2,240.00	190479
5701	Invoice	02/09/2024	Interior Renovation 2024	0.00	2,240.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	45	32	0.00	365,116.15
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	45	32	0.00	365,116.15

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2024	365,116.15
			<u>365,116.15</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT03995 - Bank Draft 2/23/24 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	02/23/2024	Bank Draft	0.00	4,262.60	DFT0004666
022324 ICMA 457	Invoice	02/23/2024	2/23/24 ICMA 457 Deductions Plan#302037	0.00	4,262.60	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,262.60
EFT's	0	0	0.00	0.00
	1	1	0.00	4,262.60

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	4,262.60
			<hr/> 4,262.60



Park District of Highland Park, IL

Check Register

Packet: APPKT03993 - Bank Draft 2/23/24 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	02/23/2024	Bank Draft	0.00	285.00	DFT0004665
022324 ICMA Roth	Invoice	02/23/2024	Pay Period 2/23/24 ICMA Roth IRA Plan# 70...	0.00	285.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	285.00
EFT's	0	0	0.00	0.00
	1	1	0.00	285.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	285.00
			<hr/> 285.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03997 - Bank Draft 2/26/24 Health Equity INV6225272

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	02/26/2024	Bank Draft	0.00	125.50	DFT0004668
INV6225272	Invoice	02/26/2024	Feb 2024 HC FSA/DC FSA/HCDC FSA Admin F...	0.00	125.50	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	125.50
EFT's	0	0	0.00	0.00
	1	1	0.00	125.50

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	125.50
			<hr/> 125.50



Park District of Highland Park, IL

Check Register

Packet: APPKT03996 - Bank Draft 2/26/24 Health Equity INV6239679

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	02/26/2024	Bank Draft	0.00	536.34	DFT0004667
INV6239679	Invoice	02/26/2024	Visa Card Payments HCFSa 2023/2024	0.00	536.34	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	536.34
EFT's	0	0	0.00	0.00
	1	1	0.00	536.34

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	536.34
			<hr/>
			536.34



Park District of Highland Park, IL

Check Register

Packet: APPKT04007 - 3/4/24 Bank Draft Health Equity INV6255958

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	03/04/2024	Bank Draft	0.00	1,047.63	DFT0004669
INV6255958	Invoice	03/04/2024	Visa Card Payments HCFS	0.00	1,047.63	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,047.63
EFT's	0	0	0.00	0.00
	1	1	0.00	1,047.63

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2024	1,047.63
			<hr/>
			1,047.63



Park District of Highland Park, IL

Check Register

Packet: APPKT04012 - Bank Draft 3/4/24 Illinois Dept. of Revenue

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	03/04/2024	Bank Draft	0.00	2,070.22	DFT0004671
030424 0802147	Invoice	03/04/2024	Unemployment Insurance Tax Payment Acct...	0.00	2,070.22	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	2,070.22
EFT's	0	0	0.00	0.00
	1	1	0.00	2,070.22

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2024	2,070.22
			<hr/> 2,070.22



Park District of Highland Park, IL

Check Register

Packet: APPKT04008 - Bank Draft 3/5/24 Quadient Postage

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
18904	QUADIENT FINANCE USA, INC	03/05/2024	Bank Draft	0.00	112.37	DFT0004670
030524 Quadient	Invoice	03/05/2024	Monthly Flex Limit Fee & Equipment Rental	0.00	112.37	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	112.37
EFT's	0	0	0.00	0.00
	1	1	0.00	112.37

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2024	112.37
			<hr/> 112.37



Park District of Highland Park, IL

Check Register

Packet: APPKT04017 - Bank Draft 3/8/24 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	03/08/2024	Bank Draft	0.00	4,301.03	DFT0004684
030824 ICMA 457	Invoice	03/08/2024	3/8/24 ICMA 457 Deductions	0.00	4,301.03	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,301.03
EFT's	0	0	0.00	0.00
	1	1	0.00	4,301.03

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2024	4,301.03
			<hr/> 4,301.03



Park District of Highland Park, IL

Check Register

Packet: APPKT04018 - Bank Draft 3/8/24 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	03/08/2024	Bank Draft	0.00	285.00	DFT0004685
030824 ICMA Roth	Invoice	03/08/2024	Pay Period 3/8/24 ICMA Roth IRA Plan#7055...	0.00	285.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	285.00
EFT's	0	0	0.00	0.00
	1	1	0.00	285.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2024	285.00
			<hr/>
			285.00



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	02/07/2024	Bank Draft	0.00	152,901.99	DFT0004664
12312023	Invoice	12/31/2023	P-Card with PA	0.00	39,073.97	
20724	Invoice	02/07/2024	P-Card with PA	0.00	113,828.02	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	1	0.00	152,901.99
EFT's	0	0	0.00	0.00
	2	1	0.00	152,901.99

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	152,901.99
			<u>152,901.99</u>



Park District of Highland Park, IL

Payment Reversal Register

APPKT04005 - 3/1/24 Void Check#189802-Refund toBonnie Garfield

Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name			Total Vendor Amount
18989	BONNIE GARFIELD			-193.32
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount
Check	189802	10/12/2023	03/01/2024	-193.32
Payable Number:	Description	Payable Date	Due Date	Payable Amount
1193735	Refund	11/16/2020	12/01/2020	193.32

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-193.32	-193.32
Report Total:	0.00	-193.32	-193.32



Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name	Total Vendor Amount		
20418	ELENA VICTORIA LLC	-4,125.00		
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount
Check	189566	08/03/2023	03/11/2024	-4,125.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount
62023	6/19/23-6/23/23 EV Sewing Camp	08/01/2023	08/02/2023	4,125.00

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-4,125.00	-4,125.00
Report Total:	0.00	-4,125.00	-4,125.00



Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01								
Bank: AP - AP BANK								
Vendor Number	Vendor Name					Total Vendor Amount		
16866	JEFF COHEN CREATIVE LTD					-455.00		
Payment Type	Payment Number		Original Payment Date	Reversal Date		Payment Amount		
Check	190243		01/25/2024	02/28/2024		-455.00		
Payable Number:	Description		Payable Date		Due Date	Payable Amount		
121923	Photography on 11/9/23 & 11/30/23		12/19/2023		12/31/2023	455.00		

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-455.00	-455.00
Report Total:	0.00	-455.00	-455.00



Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
16895	312 COMMUNICATIONS INC				-26,625.94
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount	
Check	190270	02/08/2024	03/08/2024	-18,760.00	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
97814	4/18/23-12/26/23 Informacast Project	01/12/2024	12/31/2023	18,760.00	
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount	
Check	190271	02/08/2024	03/08/2024	-1,135.94	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
97784	Cisco Firepower Management Center/Appliance	06/09/2023	12/31/2023	1,135.94	
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount	
Check	190385	03/07/2024	03/08/2024	-6,730.00	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
97818	312 Professional Services-January 2024	01/31/2024	03/07/2024	6,730.00	

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-26,625.94	-26,625.94
Report Total:	0.00	-26,625.94	-26,625.94



Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name			Total Vendor Amount
17719	EXELON CORPORATION			-3,044.02
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount
Check	188311	09/09/2022	12/31/2023	-3,044.02
Payable Number:	Description	Payable Date	Due Date	Payable Amount
3546481	BG-306015 July 2022	08/16/2022	09/01/2022	3,044.02

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-3,044.02	-3,044.02
Report Total:	0.00	-3,044.02	-3,044.02



Park District of Highland Park, IL

DISTRICT WIDE

Income Statement

Current Period Ending 02/29/2024

Type	Month		Year To Date			Prior Year		
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)	Annual Budget	Month	YTD
Revenue								
100 - PROGRAMS	194,655.04	171,670.38	1,338,125.25	968,144.76	369,980.49	3,634,651.56	158,251.58	1,014,958.25
110 - CAMPS	1,525.00	1,877.74	16,254.05	3,755.48	12,498.57	1,929,008.00	1,361.25	18,879.15
120 - LESSONS	56,827.55	49,726.66	112,492.75	105,513.44	6,979.31	551,806.50	50,981.30	103,434.30
130 - SPECIAL EVENTS	1,240.00	7,080.00	1,240.00	14,160.00	-12,920.00	125,558.00	405.00	704.84
410 - TAX	0.00	0.00	46,102.03	38,430.00	7,672.03	15,186,446.53	0.00	78,509.21
420 - FEES & CHARGES	47,676.32	45,276.78	116,552.82	93,839.37	22,713.45	2,739,057.00	34,245.54	62,492.82
440 - MEMBERSHIPS	101,104.47	96,570.93	210,528.21	193,141.87	17,386.34	1,363,871.13	81,709.80	158,602.89
450 - RENTALS	99,736.65	92,396.39	233,486.73	195,249.32	38,237.41	1,559,664.41	32,167.64	85,926.63
460 - MERCHANDISING	3,210.06	1,203.29	5,141.30	17,915.62	-12,774.32	134,648.00	1,524.20	18,756.64
470 - INTEREST INCOME	78,358.62	22,079.50	193,010.16	44,159.00	148,851.16	265,000.00	76,374.96	167,266.75
480 - MISCELLANEOUS INCOME	44,336.35	2,035.09	49,237.35	11,006.93	38,230.42	1,041,933.00	5,502.25	9,853.89
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	55,916.55	0.00	0.00
520 - BOND/DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	5,500,000.00	0.00	0.00
Total Revenue:	628,670.06	489,916.76	2,322,170.65	1,685,315.79	636,854.86	34,087,560.68	442,523.52	1,719,385.37
Expense								
100 - PROGRAMS	198,348.09	183,735.96	336,441.00	364,706.81	28,265.81	1,883,735.25	126,878.76	228,821.64
110 - CAMPS	8,425.67	4,300.58	12,992.69	11,498.56	-1,494.13	992,596.09	8,589.48	12,404.61
120 - LESSONS	25,558.95	22,912.78	38,345.36	44,275.62	5,930.26	265,147.64	22,285.37	35,396.89
130 - SPECIAL EVENTS	3,632.91	9,463.06	3,692.42	23,467.37	19,774.95	169,710.57	14,308.10	18,491.47
440 - MEMBERSHIPS	12,691.73	13,316.91	19,823.35	27,684.06	7,860.71	162,871.38	12,867.40	18,932.61
610 - SALARIES & WAGES	682,873.82	731,261.81	1,174,548.54	1,360,505.18	185,956.64	10,322,857.75	628,981.72	1,060,406.73
620 - CONTRACTUAL SERVICES	146,438.94	364,084.98	301,189.27	555,241.04	254,051.77	4,845,828.35	155,160.87	285,805.48
630 - INSURANCE	203,210.38	206,265.79	183,081.48	185,918.10	2,836.62	2,456,942.96	187,199.15	174,560.89
640 - MATERIALS & SUPPLIES	34,735.62	35,146.13	38,264.27	62,337.26	24,072.99	684,435.02	30,459.39	42,211.42
650 - MAINTENANCE & LANDSCAPING CONTRACTS	21,425.28	29,742.73	22,190.30	55,065.49	32,875.19	559,943.10	33,667.95	38,931.74
660 - UTILITIES	73,307.12	81,411.87	80,397.59	159,228.60	78,831.01	1,108,258.92	56,272.92	62,201.63
670 - PENSION CONTRIBUTIONS	55,582.11	65,061.31	100,751.64	113,796.58	13,044.94	862,449.27	52,694.06	90,655.36
680 - COST OF GOODS SOLD	2,345.90	2,080.55	3,292.56	2,761.10	-531.46	65,620.00	1,363.89	1,363.89
710 - DEBT RETIREMENT	475.00	500.00	475.00	500.00	25.00	3,362,600.00	475.00	475.00
720 - CAPITAL OUTLAY	199,493.66	159,001.26	208,133.66	160,992.52	-47,141.14	10,120,021.00	930,349.89	1,044,106.08
Total Expense:	1,668,545.18	1,908,285.72	2,523,619.13	3,127,978.29	604,359.16	37,863,017.30	2,261,553.95	3,114,765.44
Report Total:	-1,039,875.12	-1,418,368.96	-201,448.48	-1,442,662.50	1,241,214.02	-3,775,456.62	-1,819,030.43	-1,395,380.07

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
01 - GENERAL CORPORATE	-424,872.85	-493,622.24	-591,105.80	-781,545.70	190,439.90	-180,258.67	-482,517.34	-582,692.38
25 - SPECIAL RECREATION	-6,771.00	0.00	-6,771.00	0.00	-6,771.00	524,625.45	0.00	0.00
29 - RECREATION	-439,060.38	-589,912.12	571,671.98	-329,447.60	901,119.58	2,966,338.60	-407,487.11	191,722.92
60 - DEBT SERVICE	-475.00	-500.00	-475.00	-500.00	25.00	-1,698,200.00	-475.00	-475.00
70 - CAPITAL PROJECTS	-168,695.89	-334,334.60	-174,768.66	-331,169.20	156,400.54	-5,387,962.00	-928,550.98	-1,003,935.61
Report Total:	-1,039,875.12	-1,418,368.96	-201,448.48	-1,442,662.50	1,241,214.02	-3,775,456.62	-1,819,030.43	-1,395,380.07

The Special Recreation Fund and Debt Service Fund are trending as expected.

General Fund: Interest income continues to be high and exceeds budget by \$36,000. This is a permanent difference. Salary and wages is under budget due to a timing difference with sick payout and open positions. Contractual services is under budget largely due to timing differences within professional fees. Utility bills are under budget due to bills coming in more slowly than anticipated. This is a timing difference.

Capital Fund: Miscellaneous income is over budget due to receipt of insurance money for totaled parks truck from PDRMA. This is a permanent difference. Contractual Services is under budget due to professional fees coming in more slowly than allocated. This is a timing difference.

Recreation Fund: Program revenue exceeded budget, due to tennis, by \$126,000, which is a permanent difference due to greater than expected winter programming. Early childhood exceeded budget by \$142,000 and is a permanent difference. Dance exceeded budget by \$40,000 and is due to more enrollments than budgeted for. New programs include garden plots and dog training and is a permanent difference of \$11,000. Personal training is exceeding budget by \$7,000 and is a permanent difference. Finally, skating school and gymnastics came in at \$62,000 surplus, due to increased participation. Camps came in above budget due to CIA mini camp and youth tennis camp. Both are permanent differences. Special events revenue is under budget due to parent-child dance being postponed until winter, vs. being budgeted for spring. This is a timing difference. Greens fees and loyalty club fees exceeded budget by \$23,000 due to the expiration of unused rain checks and gift cards. This is a permanent difference. Rentals came in over budget for prime tennis by \$12,000. This is a permanent difference. Permanent rentals at CIA came in over budget by \$8,000. Finally, rentals at Park Ave are over budget by \$12,000 and this is a timing difference. Interest income continues to be high and exceeded budget by \$112,000. This is a permanent difference. Misc income is over budget largely due to sponsorship at DCRC and is a permanent difference. Special events expenses for the winter event is under budget by \$8,200 due to parent-child dance being delayed until December. Salaries and wages and pensions are under budget, largely due to administrative wages (especially open asst. director of facilities, permanent) and sick pay timing difference.

Materials and supplies is under budget, and it is largely a timing difference. Maintenance and landscaping contracts are under budget, and it is largely due to equipment repairs and landscape at SVGC and is a timing difference. Utility bills are under budget due to bills coming in more slowly than anticipated. This is a timing difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 02/29/2024

01 - GENERAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	0.00	0.00	46,102.03	38,430.00	7,672.03	6,538,573.05	0.00	78,509.21
420 - FEES & CHARGES	2,064.23	1,501.92	4,257.62	3,328.92	928.70	41,200.00	1,831.57	3,808.16
450 - RENTALS	0.00	0.00	11,800.00	11,800.00	0.00	11,800.00	0.00	0.00
460 - MERCHANDISING	0.00	31.99	0.00	54.27	-54.27	264.00	0.00	0.00
470 - INTEREST INCOME	17,628.62	5,414.50	46,347.09	10,829.00	35,518.09	65,000.00	-15,606.34	35,289.89
480 - MISCELLANEOUS INCOME	15,136.35	1,790.95	15,536.35	10,518.65	5,017.70	69,001.00	0.00	1,800.00
Total Revenue:	34,829.20	8,739.36	124,043.09	74,960.84	49,082.25	6,725,838.05	-13,774.77	119,407.26
Expense								
610 - SALARIES & WAGES	245,818.84	266,521.32	432,277.56	500,063.57	67,786.01	3,528,817.49	261,642.33	434,509.34
620 - CONTRACTUAL SERVICES	57,850.55	82,530.64	111,760.47	170,948.78	59,188.31	1,375,396.09	52,276.90	91,907.45
630 - INSURANCE	99,271.12	94,023.86	92,284.45	88,335.76	-3,948.69	1,116,338.62	95,493.48	93,859.71
640 - MATERIALS & SUPPLIES	17,942.35	16,300.20	20,252.60	22,712.92	2,460.32	288,986.82	12,527.83	18,125.46
650 - MAINTENANCE & LANDSCAPING CONTRACTS	10,497.54	8,921.59	11,138.78	12,273.21	1,134.43	138,893.10	12,959.09	13,549.17
660 - UTILITIES	8,107.03	11,258.37	9,971.55	22,484.61	12,513.06	161,487.34	11,647.05	12,743.18
670 - PENSION CONTRIBUTIONS	20,214.62	22,805.62	37,463.48	39,687.69	2,224.21	296,177.26	22,195.89	37,405.33
Total Expense:	459,702.05	502,361.60	715,148.89	856,506.54	141,357.65	6,906,096.72	468,742.57	702,099.64
Report Total:	-424,872.85	-493,622.24	-591,105.80	-781,545.70	190,439.90	-180,258.67	-482,517.34	-582,692.38

Interest income continues to be high and exceeds budget by \$36,000. This is a permanent difference.

Salary and wages is under budget due to a timing difference with sick payout and open positions

Contractual services is under budget largely due to timing differences within professional fees.

Utility bills are under budget due to bills coming in more slowly that anticipated. This is a timing difference.



Park District of Highland Park, IL

25 - SPECIAL RECREATION

Income Statement

Current Period Ending 02/29/2024

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	950,253.81	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	950,253.81	0.00	0.00
Expense								
620 - CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	425,628.36	0.00	0.00
720 - CAPITAL OUTLAY	6,771.00	0.00	6,771.00	0.00	-6,771.00	0.00	0.00	0.00
Total Expense:	6,771.00	0.00	6,771.00	0.00	-6,771.00	425,628.36	0.00	0.00
Report Total:	-6,771.00	0.00	-6,771.00	0.00	-6,771.00	524,625.45	0.00	0.00

The Special Recreation Fund is trending as expected.



Park District of Highland Park, IL

29 - RECREATION FUND

Income Statement

Current Period Ending 02/29/2024

Type	Month		Year To Date			Prior Year		
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)	Annual Budget	Month	YTD
Revenue								
100 - PROGRAMS	194,655.04	171,670.38	1,338,125.25	968,144.76	369,980.49	3,634,651.56	158,251.58	1,014,958.25
110 - CAMPS	1,525.00	1,877.74	16,254.05	3,755.48	12,498.57	1,929,008.00	1,361.25	18,879.15
120 - LESSONS	56,827.55	49,726.66	112,492.75	105,513.44	6,979.31	551,806.50	50,981.30	103,434.30
130 - SPECIAL EVENTS	1,240.00	7,080.00	1,240.00	14,160.00	-12,920.00	125,558.00	405.00	704.84
410 - TAX	0.00	0.00	0.00	0.00	0.00	6,033,219.67	0.00	0.00
420 - FEES & CHARGES	45,612.09	43,774.86	112,295.20	90,510.45	21,784.75	2,697,857.00	32,413.97	58,684.66
440 - MEMBERSHIPS	101,104.47	96,570.93	210,528.21	193,141.87	17,386.34	1,363,871.13	81,709.80	158,602.89
450 - RENTALS	99,736.65	92,396.39	221,686.73	183,449.32	38,237.41	1,547,864.41	32,167.64	85,926.63
460 - MERCHANDISING	3,210.06	1,171.30	5,141.30	17,861.35	-12,720.05	134,384.00	1,524.20	18,756.64
470 - INTEREST INCOME	57,454.50	12,500.00	137,300.34	25,000.00	112,300.34	150,000.00	59,507.41	59,507.41
480 - MISCELLANEOUS INCOME	8,100.00	244.14	12,601.00	488.28	12,112.72	68,405.00	5,502.25	8,053.89
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	55,916.55	0.00	0.00
Total Revenue:	569,465.36	477,012.40	2,167,664.83	1,602,024.95	565,639.88	18,292,541.82	423,824.40	1,527,508.66
Expense								
100 - PROGRAMS	198,348.09	183,735.96	336,441.00	364,706.81	28,265.81	1,883,735.25	126,878.76	228,821.64
110 - CAMPS	8,425.67	4,300.58	12,992.69	11,498.56	-1,494.13	992,596.09	8,589.48	12,404.61
120 - LESSONS	25,558.95	22,912.78	38,345.36	44,275.62	5,930.26	265,147.64	22,285.37	35,396.89
130 - SPECIAL EVENTS	3,632.91	9,463.06	3,692.42	23,467.37	19,774.95	169,710.57	14,308.10	18,491.47
440 - MEMBERSHIPS	12,691.73	13,316.91	19,823.35	27,684.06	7,860.71	162,871.38	12,867.40	18,932.61
610 - SALARIES & WAGES	437,054.98	464,740.49	742,270.98	860,441.61	118,170.63	6,794,040.26	367,339.39	625,897.39
620 - CONTRACTUAL SERVICES	87,222.49	99,054.34	184,542.90	201,792.26	17,249.36	1,258,535.90	72,208.99	161,599.05
630 - INSURANCE	103,939.26	112,241.93	90,797.03	97,582.34	6,785.31	1,340,604.34	91,705.67	80,701.18
640 - MATERIALS & SUPPLIES	16,793.27	18,845.93	18,011.67	39,624.34	21,612.67	395,448.20	17,931.56	24,085.96
650 - MAINTENANCE & LANDSCAPING CONTRACTS	10,927.74	20,821.14	11,051.52	42,792.28	31,740.76	421,050.00	20,708.86	25,382.57
660 - UTILITIES	65,200.09	70,153.50	70,426.04	136,743.99	66,317.95	946,771.58	44,625.87	49,458.45
670 - PENSION CONTRIBUTIONS	35,367.49	42,255.69	63,288.16	74,108.89	10,820.73	566,272.01	30,498.17	53,250.03
680 - COST OF GOODS SOLD	2,345.90	2,080.55	3,292.56	2,761.10	-531.46	65,620.00	1,363.89	1,363.89
720 - CAPITAL OUTLAY	1,017.17	3,001.66	1,017.17	3,993.32	2,976.15	63,800.00	0.00	0.00
Total Expense:	1,008,525.74	1,066,924.52	1,595,992.85	1,931,472.55	335,479.70	15,326,203.22	831,311.51	1,335,785.74
Report Total:	-439,060.38	-589,912.12	571,671.98	-329,447.60	901,119.58	2,966,338.60	-407,487.11	191,722.92

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	-439,060.38	-589,912.12	571,671.98	-329,447.60	901,119.58	2,966,338.60	-407,487.11	191,722.92
Report Total:	-439,060.38	-589,912.12	571,671.98	-329,447.60	901,119.58	2,966,338.60	-407,487.11	191,722.92

Program revenue exceeded budget, due to tennis, by \$126,000 which is a permanent difference due to greater than expected winter programming. Early childhood exceeded budget by \$142,000 and is a permanent difference. Dance exceeded budget by \$40,000 and is due to more enrollments than budgeted for. New programs include garden plots and dog training and is a permanent difference of \$11,000. Personal training is exceeding budget by \$7,000 and is a permanent difference. Finally, skating school and gymnastics came in at \$62,000 surplus, due to increased participation.

Camps came in above budget due to CIA mini camp and youth tennis camp. Both are permanent differences.

Special events revenue is under budget due to parent-child dance being postponed until winter, vs. being budgeted for spring. This is a timing difference.

Greens fees and loyalty club fees exceeded budget by \$23,000 due to the expiration of unused rain checks and gift cards. This is a permanent difference.

Rentals came in over budget for prime tennis by \$12,000. This is a permanent difference. Permanent rentals at CIA came in over budget by \$8,000. Finally, rentals at Park Ave are over budget by \$12,000 and this is a timing difference.

Merchandising is largely under budget due to the new restaurant not opening until April. This is a timing difference.

Interest income continues to be high and exceeded budget by \$112,000. This is a permanent difference.

Misc income is over budget largely due to sponsorship at DCRC and is a permanent difference.

Special events expenses for the winter event is under budget by \$8,200 due to parent-child dance being delayed until December.

Salaries and wages and pensions are under budget, largely due to administrative wages (especially open asst. director of facilities, permanent) and sick pay timing difference.

Materials and supplies is under budget, and it is largely a timing difference.

Maintenance and landscaping contracts are under budget, and it is largely due to equipment repairs and landscape at SVGC and is a timing difference.

Utility bills are under budget due to bills coming in more slowly that anticipated. This is a timing difference.



Park District of Highland Park, IL

60 - DEBT SERVICE

Income Statement

Current Period Ending 02/29/2024

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	1,664,400.00	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	1,664,400.00	0.00	0.00
Expense								
710 - DEBT RETIREMENT	475.00	500.00	475.00	500.00	25.00	3,362,600.00	475.00	475.00
Total Expense:	475.00	500.00	475.00	500.00	25.00	3,362,600.00	475.00	475.00
Report Total:	-475.00	-500.00	-475.00	-500.00	25.00	-1,698,200.00	-475.00	-475.00

The Debt Service Fund is trending as expected.



Park District of Highland Park, IL

Income Statement

Current Period Ending 02/29/2024

70 - CAPITAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
470 - INTEREST INCOME	3,275.50	4,165.00	9,362.73	8,330.00	1,032.73	50,000.00	32,473.89	72,469.45
480 - MISCELLANEOUS INCOME	21,100.00	0.00	21,100.00	0.00	21,100.00	904,527.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	5,500,000.00	0.00	0.00
Total Revenue:	24,375.50	4,165.00	30,462.73	8,330.00	22,132.73	6,454,527.00	32,473.89	72,469.45
Expense								
620 - CONTRACTUAL SERVICES	1,365.90	182,500.00	4,885.90	182,500.00	177,614.10	1,786,268.00	30,674.98	32,298.98
720 - CAPITAL OUTLAY	191,705.49	155,999.60	200,345.49	156,999.20	-43,346.29	10,056,221.00	930,349.89	1,044,106.08
Total Expense:	193,071.39	338,499.60	205,231.39	339,499.20	134,267.81	11,842,489.00	961,024.87	1,076,405.06
Report Total:	-168,695.89	-334,334.60	-174,768.66	-331,169.20	156,400.54	-5,387,962.00	-928,550.98	-1,003,935.61

Miscellaneous income is over budget due to receipt of insurance money for totaled parks truck from PDRMA. This is a permanent difference.

Contractual Services is under budget due to professional fees coming in more slowly than allocated. This is a timing difference.

Capital Outlay is being spent more quickly than budgeted due to good weather and projects being completed more quickly than expected. This is a timing difference.



Park District of Highland Park, IL

RECREATION BY CENTER

Account Type	2023 Total Budget	2023 YTD Activity	2024 Total Budget	2024 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	\$ 5,732,520.17	\$ 59,629.41	\$ 6,249,619.67	138,100.34
Expense	\$ 5,547,576.13	\$ 316,505.25	\$ 7,501,952.75	428,286.76
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	\$ 184,944.04	\$ (256,875.84)	\$ (1,252,333.08)	\$ (290,186.42)
Net Revenue:	3.23%	-430.79%	-20.04%	-210.13%
Center: 24 - WEST RIDGE CENTER				
Revenue	\$ 625,799.00	\$ 250,355.85	\$ 801,668.00	345,286.93
Expense	\$ 837,846.96	\$ 100,767.72	\$ 1,022,929.28	134,444.68
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	\$ (212,047.96)	\$ 149,588.13	\$ (221,261.28)	210,842.25
Net Revenue:	-33.88%	59.75%	-27.60%	61.06%
Center: 26 - ATHLETICS				
Revenue	\$ 1,048,253.99	\$ 372,181.46	\$ 1,130,926.00	447,182.60
Expense	\$ 1,019,270.68	\$ 127,066.20	\$ 1,101,606.60	202,008.13
Center: 26 - ATHLETICS Surplus (Deficit):	\$ 28,983.31	\$ 245,115.26	\$ 29,319.40	245,174.47
Net Revenue:	2.76%	65.86%	2.59%	54.83%
Center: 28 - CAMPS				
Revenue	\$ 945,309.00	\$ 1,784.65	\$ 1,136,585.00	2,300.00
Expense	\$ 622,557.33	\$ 24,206.59	\$ 619,430.69	15,048.91
Center: 28 - CAMPS Surplus (Deficit):	\$ 322,751.67	\$ (22,421.94)	\$ 517,154.31	\$ (12,748.91)
Net Revenue:	34.14%	-1,256.38%	45.50%	-554.30%
Center: 29 - SPECIAL EVENTS				
Revenue	\$ 67,028.00	\$ 655.00	\$ 62,475.00	1,240.00
Expense	\$ 177,961.55	\$ 13,768.51	\$ 185,652.12	6,693.43
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	\$ (110,933.55)	\$ (13,113.51)	\$ (123,177.12)	\$ (5,453.43)
Net Revenue:	-165.50%	-2,002.06%	-197.16%	-439.79%
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	\$ 435,327.00	\$ (132.66)	\$ 460,883.50	\$ 32.40
Expense	\$ 605,397.89	\$ 18,597.36	\$ 647,338.54	15,074.42
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	\$ (170,070.89)	\$ (18,730.02)	\$ (186,455.04)	\$ (15,042.02)
Net Revenue:	-39.07%	14,118.82%	-40.46%	-46,425.99%
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	\$ 169,347.00	\$ 6,922.00	\$ 129,676.00	4,754.25
Expense	\$ 119,888.92	\$ 6,656.20	\$ 119,521.49	5,925.45
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	\$ 49,458.08	\$ 265.80	\$ 10,154.51	\$ (1,171.20)
Net Revenue:	29.21%	3.84%	7.83%	-24.63%

Account Type	2023 Total Budget	2023 YTD Activity	2024 Total Budget	2024 YTD Activity
Center: 33 - ROSEWOOD BEACH				
Revenue	\$ 178,540.00	\$ 584.00	\$ 177,975.00	\$ 725.00
Expense	\$ 268,908.94	\$ 10,702.73	\$ 287,704.11	13,408.11
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	\$ (90,368.94)	\$ (10,118.73)	\$ (109,729.11)	\$ (12,683.11)
Net Revenue:	-50.62%	-1,732.66%	-61.65%	-1,749.39%
Center: 34 - PARK AVENUE				
Revenue	\$ 261,290.00	\$ 14,326.06	\$ 278,077.91	15,838.74
Expense	\$ 265,847.68	\$ 2,219.54	\$ 293,032.13	7,473.92
Center: 34 - PARK AVENUE Surplus (Deficit):	\$ (4,557.68)	\$ 12,106.52	\$ (14,954.22)	8,364.82
Net Revenue:	-1.74%	84.51%	-5.38%	52.81%
Center: 38 - ICE ARENA				
Revenue	\$ 996,120.48	\$ 95,373.14	\$ 1,210,865.50	353,045.86
Expense	\$ 1,032,446.03	\$ 85,383.38	\$ 1,146,698.89	138,633.12
Center: 38 - ICE ARENA Surplus (Deficit):	\$ (36,325.55)	\$ 9,989.76	\$ 64,166.61	214,412.74
Net Revenue:	-3.65%	10.47%	5.30%	60.73%
Center: 41 - MAINTENANCE				
Expense	\$ 897,675.43	\$ 76,587.52	\$ 1,009,351.08	74,982.58
Center: 41 - MAINTENANCE Total:	\$ 897,675.43	\$ 76,587.52	\$ 1,009,351.08	74,982.58
Net Revenue:				
Center: 42 - PRO SHOP				
Revenue	\$ 1,929,231.00	\$ 38,103.57	\$ 2,141,345.00	44,593.06
Expense	\$ 694,153.85	\$ 47,846.39	\$ 774,879.40	42,828.53
Center: 42 - PRO SHOP Surplus (Deficit):	\$ 1,235,077.15	\$ (9,742.82)	\$ 1,366,465.60	1,764.53
Net Revenue:	64.02%	-25.57%	63.81%	3.96%
Center: 49 - RECREATION CENTER ADMIN				
Revenue	\$ 107,270.00	\$ 21,833.63	\$ 95,901.00	22,121.39
Expense	\$ 704,720.08	\$ 74,778.88	\$ 722,300.97	86,181.05
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	\$ (597,450.08)	\$ (52,945.25)	\$ (626,399.97)	\$ (64,059.66)
Net Revenue:	-556.96%	-242.49%	-653.17%	-289.58%
Center: 51 - RECREATION CENTER FITNESS				
Revenue	\$ 954,714.68	\$ 195,158.19	\$ 1,415,092.39	254,649.30
Expense	\$ 767,995.46	\$ 97,534.84	\$ 871,759.71	101,160.41
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	\$ 186,719.22	\$ 97,623.35	\$ 543,332.68	153,488.89
Net Revenue:	19.56%	50.02%	38.40%	60.27%
Center: 53 - RECREATION CENTER AQUATICS				
Revenue	\$ 235,643.75	\$ 61,206.56	\$ 286,927.80	62,021.34
Expense	\$ 335,706.89	\$ 53,696.32	\$ 386,128.26	48,410.30
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	\$ (100,063.14)	\$ 7,510.24	\$ (99,200.46)	13,611.04
Net Revenue:	-42.46%	12.27%	-34.57%	21.95%

Account Type	2023	2023	2024	2024
	Total Budget	YTD Activity	Total Budget	YTD Activity
Center: 55 - TENNIS				
Revenue	\$ 1,754,621.79	\$ 383,501.52	\$ 1,955,046.00	455,703.90
Expense	\$ 1,379,971.25	\$ 164,815.37	\$ 1,522,057.88	182,513.33
Center: 55 - TENNIS Surplus (Deficit):	\$ 374,650.54	\$ 218,686.15	\$ 432,988.12	273,190.57
Net Revenue:	21.35%	57.02%	22.15%	59.95%
Center: 61 - HELLER NATURE CENTER				
Revenue	\$ 303,718.00	\$ 9,227.18	\$ 241,897.50	6,254.75
Expense	\$ 671,514.54	\$ 63,629.20	\$ 665,650.99	48,528.53
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	\$ (367,796.54)	\$ (54,402.02)	\$ (423,753.49)	\$ (42,273.78)
Net Revenue:	-121.10%	-589.58%	-175.18%	-675.87%
Center: 74 - HPCC LEARNING CENTER				
Revenue	\$ 546,750.00	\$ 16,799.10	\$ 481,664.00	13,814.97
Expense	\$ 532,296.56	\$ 49,813.36	\$ 464,539.78	41,746.05
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	\$ 14,453.44	\$ (33,014.26)	\$ 17,124.22	\$ (27,931.08)
Net Revenue:	2.64%	-196.52%	3.56%	-202.18%
Center: 76 - HPCC BUILDING				
Revenue	\$ 46,878.00	\$ -	\$ 35,916.55	\$ -
Expense	\$ 46,367.00	\$ 1,210.38	\$ 36,048.55	2,645.14
Center: 76 - HPCC BUILDING Surplus (Deficit):	\$ 511.00	\$ (1,210.38)	\$ (132.00)	\$ (2,645.14)
Net Revenue:	1.09%	0.00%	-0.37%	0.00%
Fund: 29 - RECREATION Surplus (Deficit):	\$ (189,779.31)	\$ 191,722.92	\$ (1,086,041.40)	571,671.98
Net Revenue:	-1.16%	12.55%	-5.94%	26.37%
Report Surplus (Deficit):	\$ (189,779.31)	\$ 191,722.92	\$ (1,086,041.40)	571,671.98
Net Revenue:	-1.16%	12.55%	-5.94%	26.37%



Sunset Valley Golf Course

	2023 Budget	2023 YTD Activity	2024 Budget	2024 YTD Activity
Revenue	1,929,231.00	38,103.57	2,141,345.00	44,593.06
Expense	1,591,829.28	124,433.91	1,784,230.48	117,811.11
Report Surplus (Deficit):	337,401.72	(86,330.34)	357,114.52	(73,218.05)

Recreation Center of HP

	2023 Budget	2023 YTD Activity	2024 Budget	2024 YTD Activity
Revenue	1,297,628.43	278,198.38	1,797,921.19	338,792.03
Expense	1,808,422.43	226,010.04	1,980,188.94	235,751.76
Report Surplus (Deficit):	(510,794.00)	52,188.34	(182,267.75)	103,040.27

Deer Creek Raquet Club

	2023 Budget	2023 YTD Activity	2024 Budget	2024 YTD Activity
Revenue	1,754,621.79	383,501.52	1,955,046.00	455,703.90
Expense	1,379,971.25	164,815.37	1,522,057.88	182,513.33
Report Surplus (Deficit):	374,650.54	218,686.15	432,988.12	273,190.57

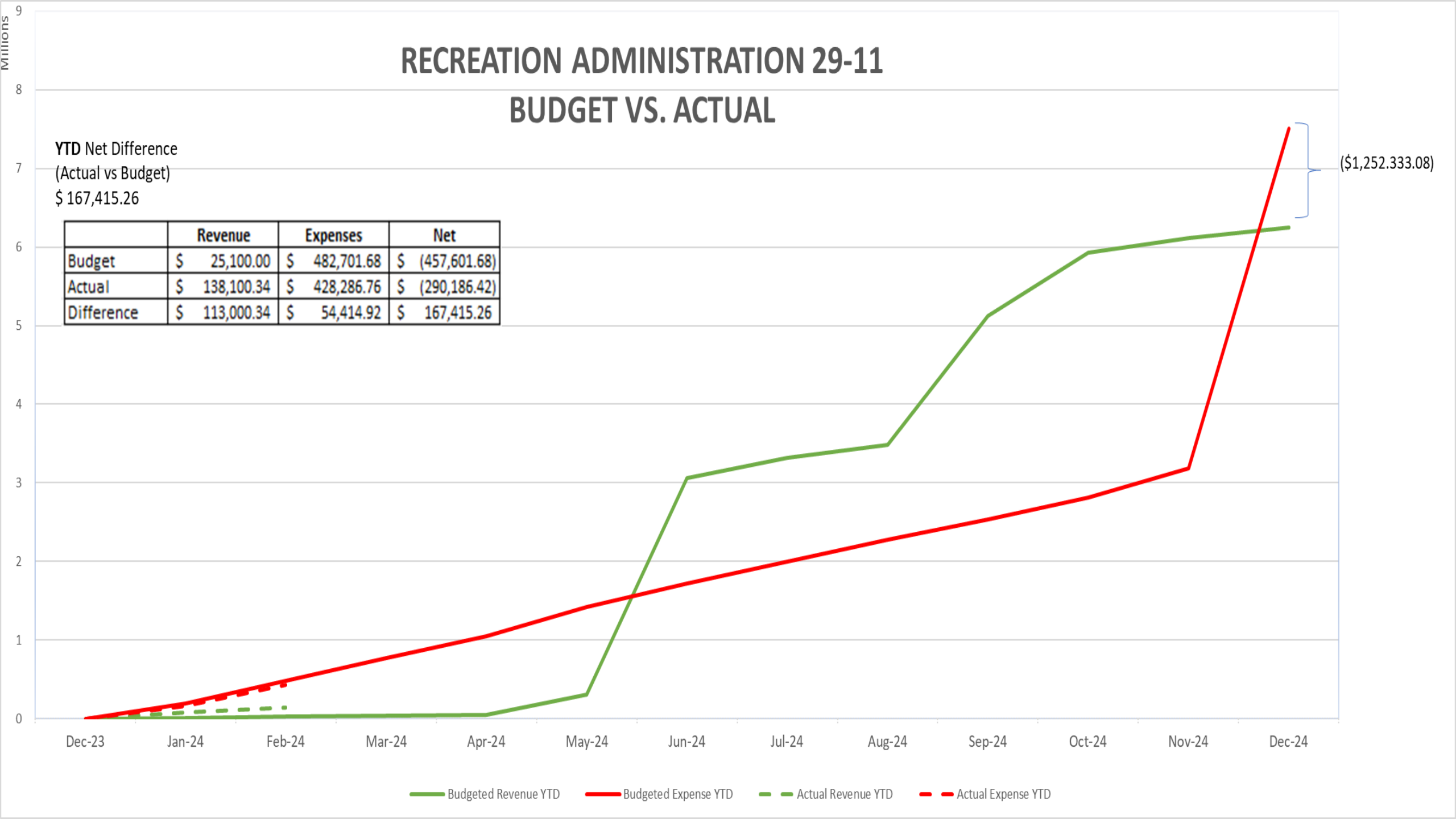
Park District of Highland Park
Investment Schedule
February 29, 2024

2.29.24

Security		Type		Purchase Date	Maturity Date	Interest Rate	Purchase Price	Monthly Interest	Expected Interest
First Bank of Highland Park	99-11-112100	CD	2,000,000.00	5/26/23	5/26/24	4.79%	2,000,000.00	7,983.33	94,800.00
First Bank of Highland Park	99-11-112160	CD	1,000,000.00	12/1/23	12/1/24	5.20%	1,000,000.00	4,333.33	51,000.00
PMA	99-11-112485	CD	948,200.00	9/13/23	9/12/24	5.38%	948,200.00	4,251.10	51,075.59
PMA	99-11-112490	CD	949,000.00	1/12/24	1/10/25	5.20%	949,000.00	4,113.92	49,231.38
			4,897,200.00				4,897,200.00	20,681.68	246,106.97



Revenue and Expense Charts by Center – February 2024

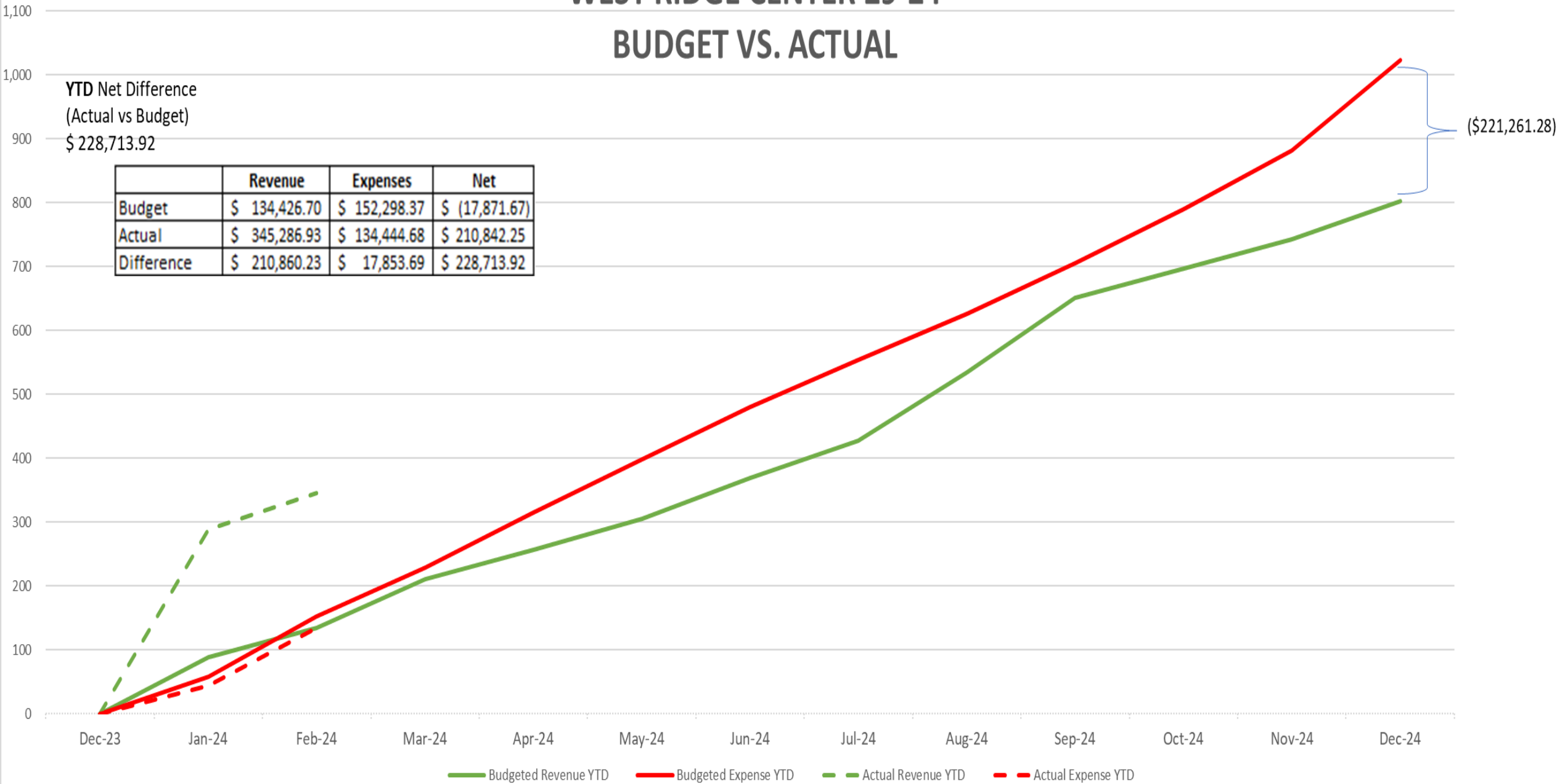


WEST RIDGE CENTER 29-24

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 228,713.92

	Revenue	Expenses	Net
Budget	\$ 134,426.70	\$ 152,298.37	\$ (17,871.67)
Actual	\$ 345,286.93	\$ 134,444.68	\$ 210,842.25
Difference	\$ 210,860.23	\$ 17,853.69	\$ 228,713.92



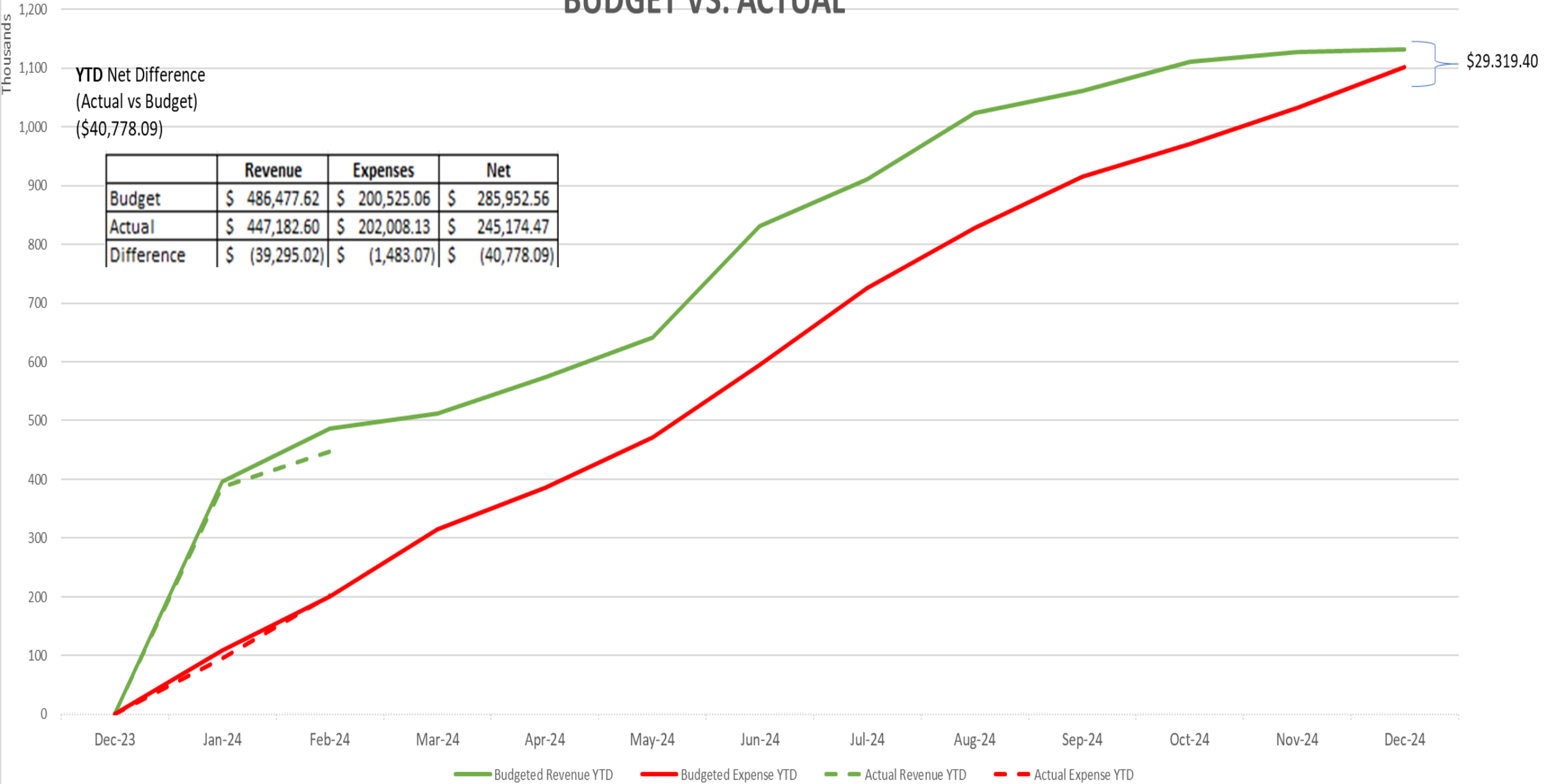
ATHLETICS 29-26

BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
(\$40,778.09)

	Revenue	Expenses	Net
Budget	\$ 486,477.62	\$ 200,525.06	\$ 285,952.56
Actual	\$ 447,182.60	\$ 202,008.13	\$ 245,174.47
Difference	\$ (39,295.02)	\$ (1,483.07)	\$ (40,778.09)



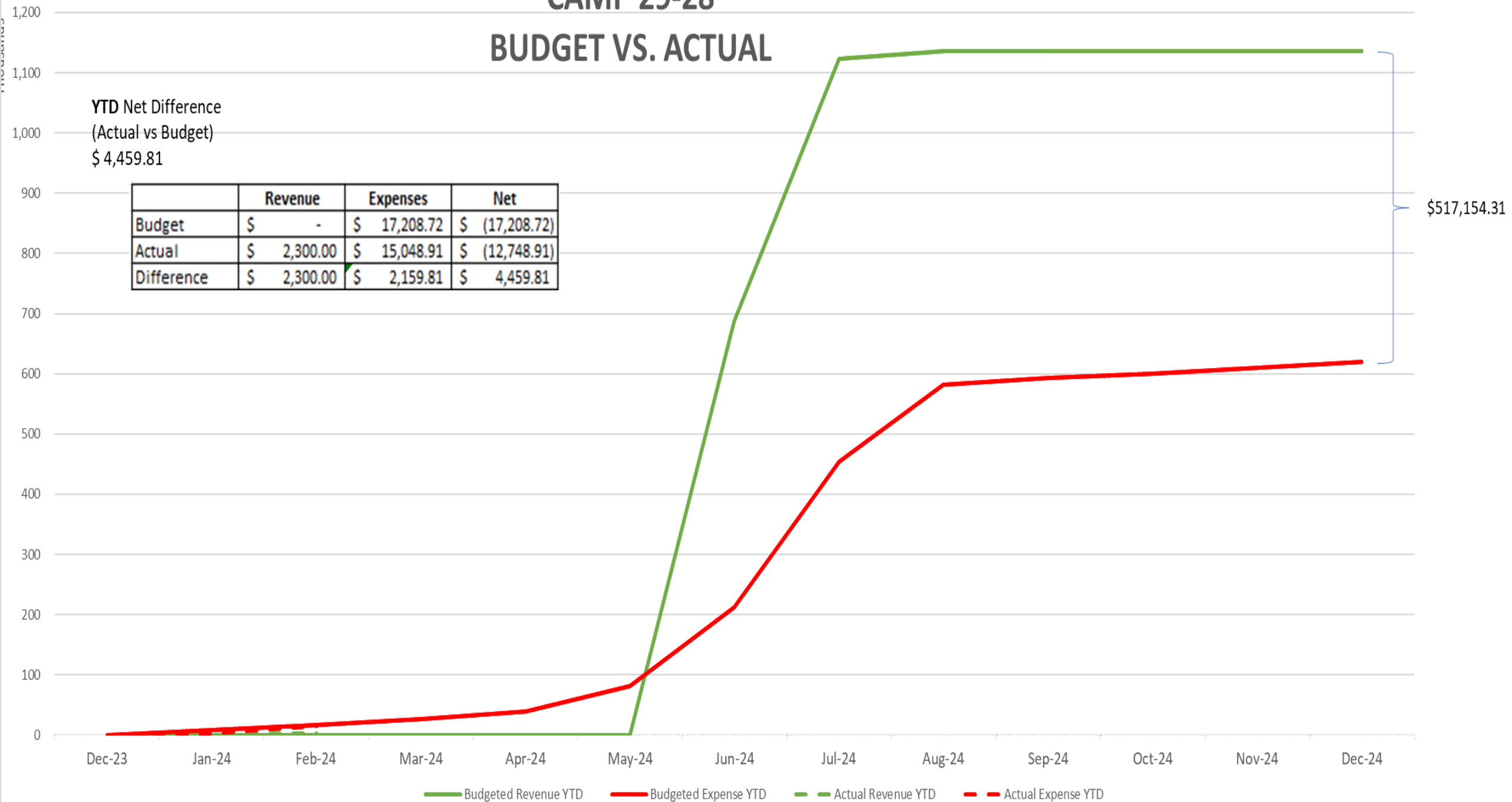
\$29,319.40

CAMP 29-28

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 4,459.81

	Revenue	Expenses	Net
Budget	\$ -	\$ 17,208.72	\$ (17,208.72)
Actual	\$ 2,300.00	\$ 15,048.91	\$ (12,748.91)
Difference	\$ 2,300.00	\$ 2,159.81	\$ 4,459.81

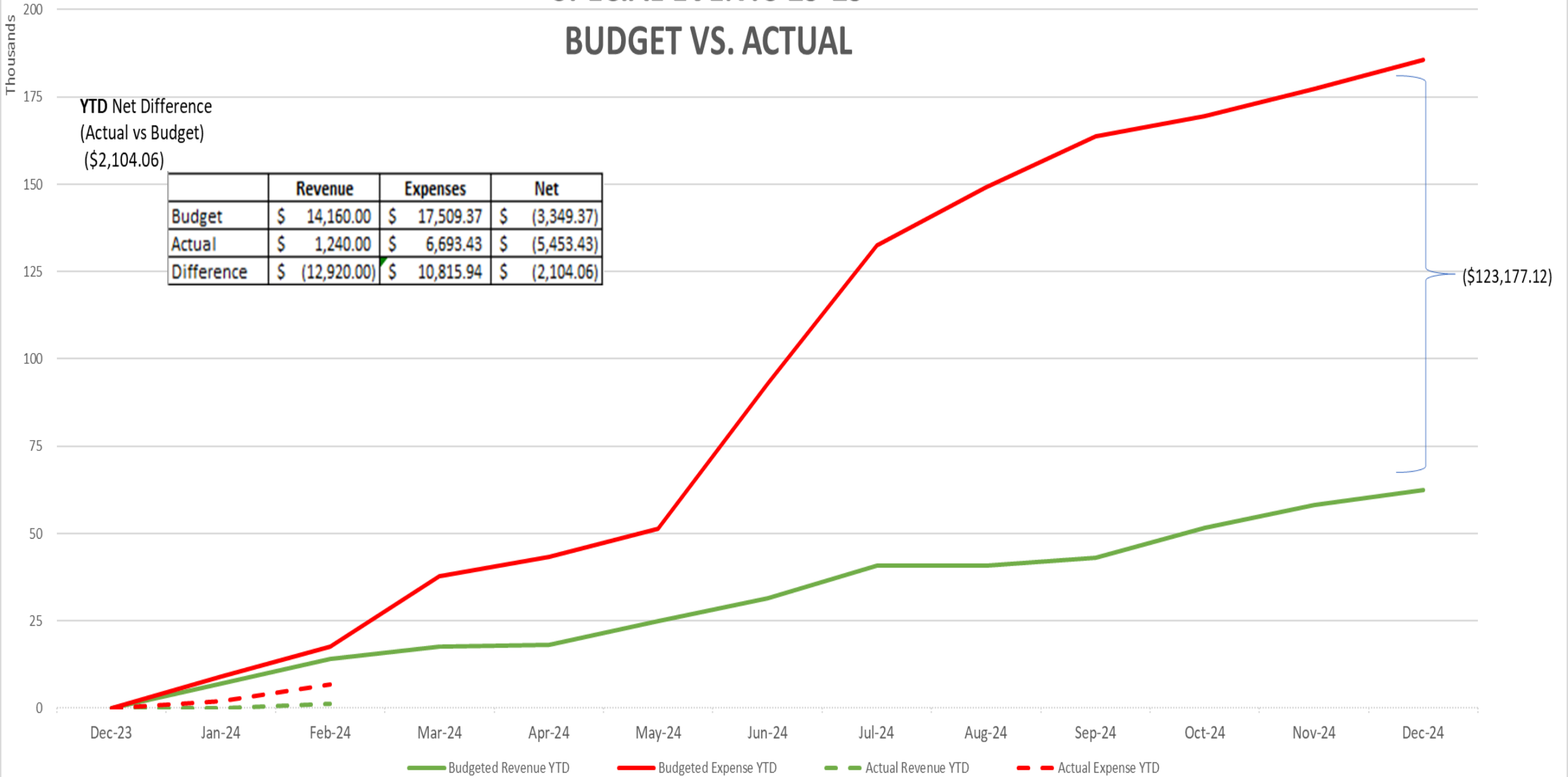


SPECIAL EVENTS 29-29

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
(\$2,104.06)

	Revenue	Expenses	Net
Budget	\$ 14,160.00	\$ 17,509.37	\$ (3,349.37)
Actual	\$ 1,240.00	\$ 6,693.43	\$ (5,453.43)
Difference	\$ (12,920.00)	\$ 10,815.94	\$ (2,104.06)

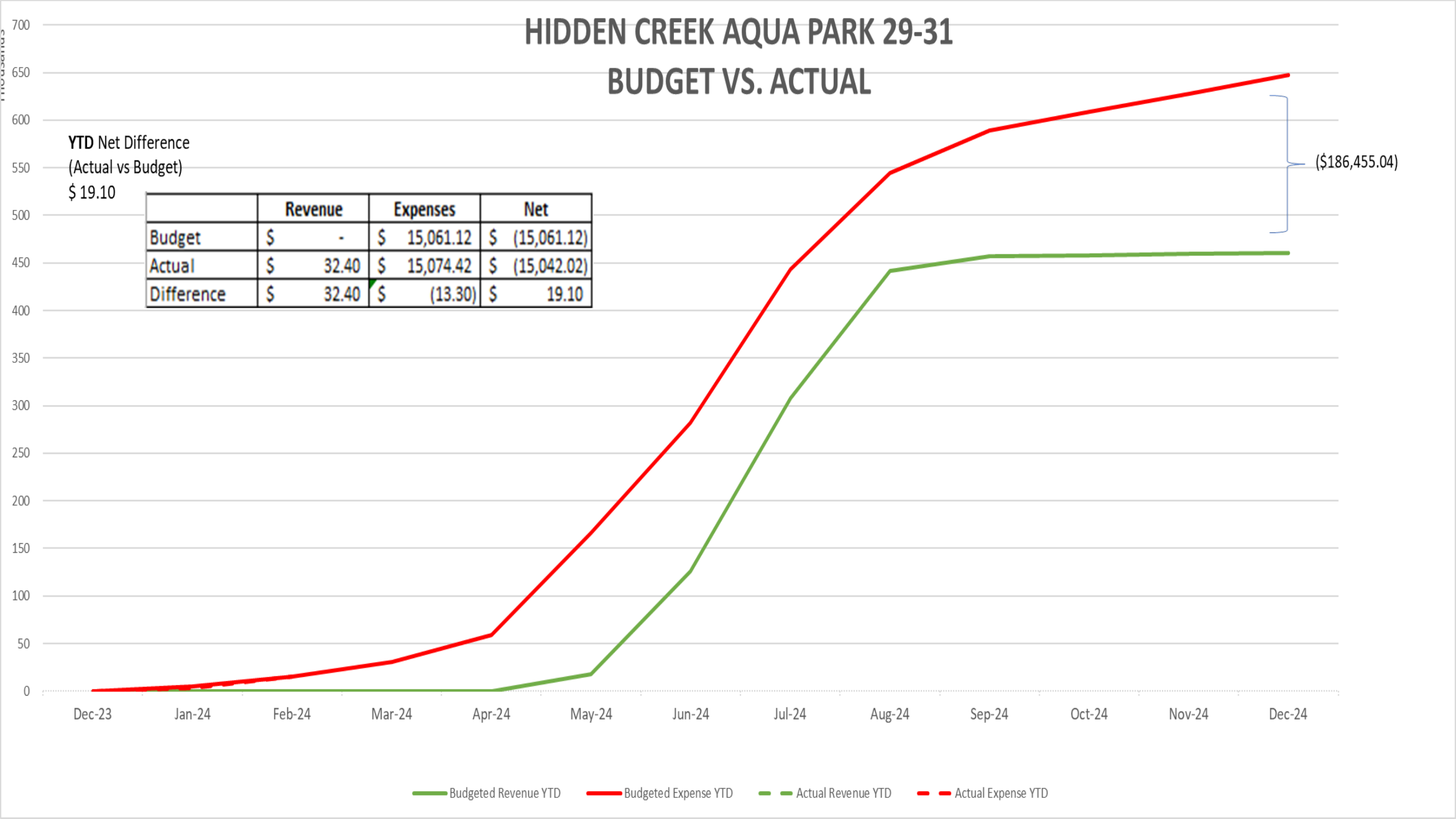


HIDDEN CREEK AQUA PARK 29-31

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 19.10

	Revenue	Expenses	Net
Budget	\$ -	\$ 15,061.12	\$ (15,061.12)
Actual	\$ 32.40	\$ 15,074.42	\$ (15,042.02)
Difference	\$ 32.40	\$ (13.30)	\$ 19.10

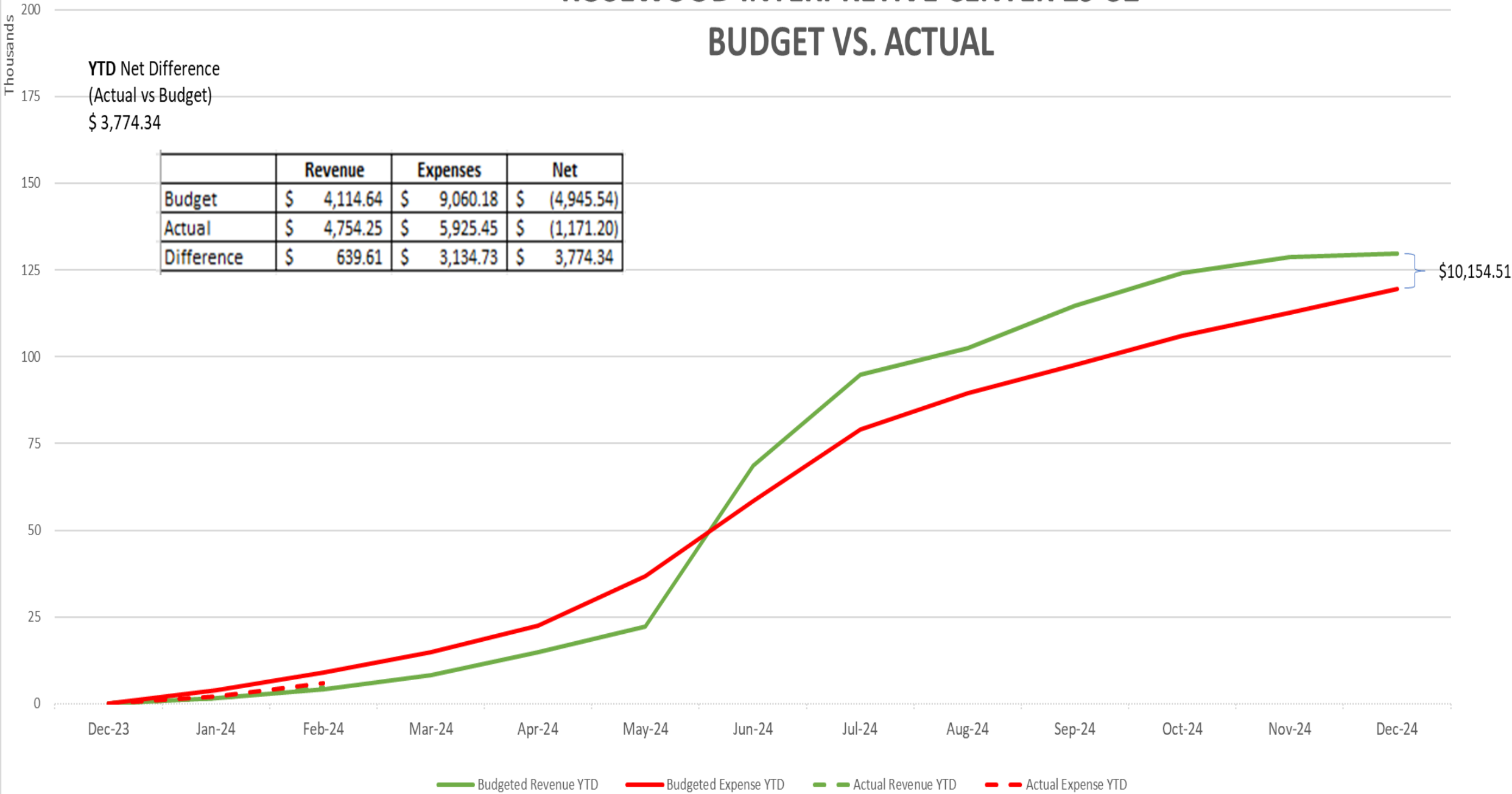


ROSEWOOD INTERPRETIVE CENTER 29-32

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 3,774.34

	Revenue	Expenses	Net
Budget	\$ 4,114.64	\$ 9,060.18	\$ (4,945.54)
Actual	\$ 4,754.25	\$ 5,925.45	\$ (1,171.20)
Difference	\$ 639.61	\$ 3,134.73	\$ 3,774.34



ROSEWOOD BEACH 29-33

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$2,181.98

	Revenue	Expenses	Net
Budget	\$ 2,532.00	\$ 17,397.09	\$(14,865.09)
Actual	\$ 725.00	\$ 13,408.11	\$(12,683.11)
Difference	\$ (1,807.00)	\$ 3,988.98	\$ 2,181.98

(\$109,729.11)

Dec-23 Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24 Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24

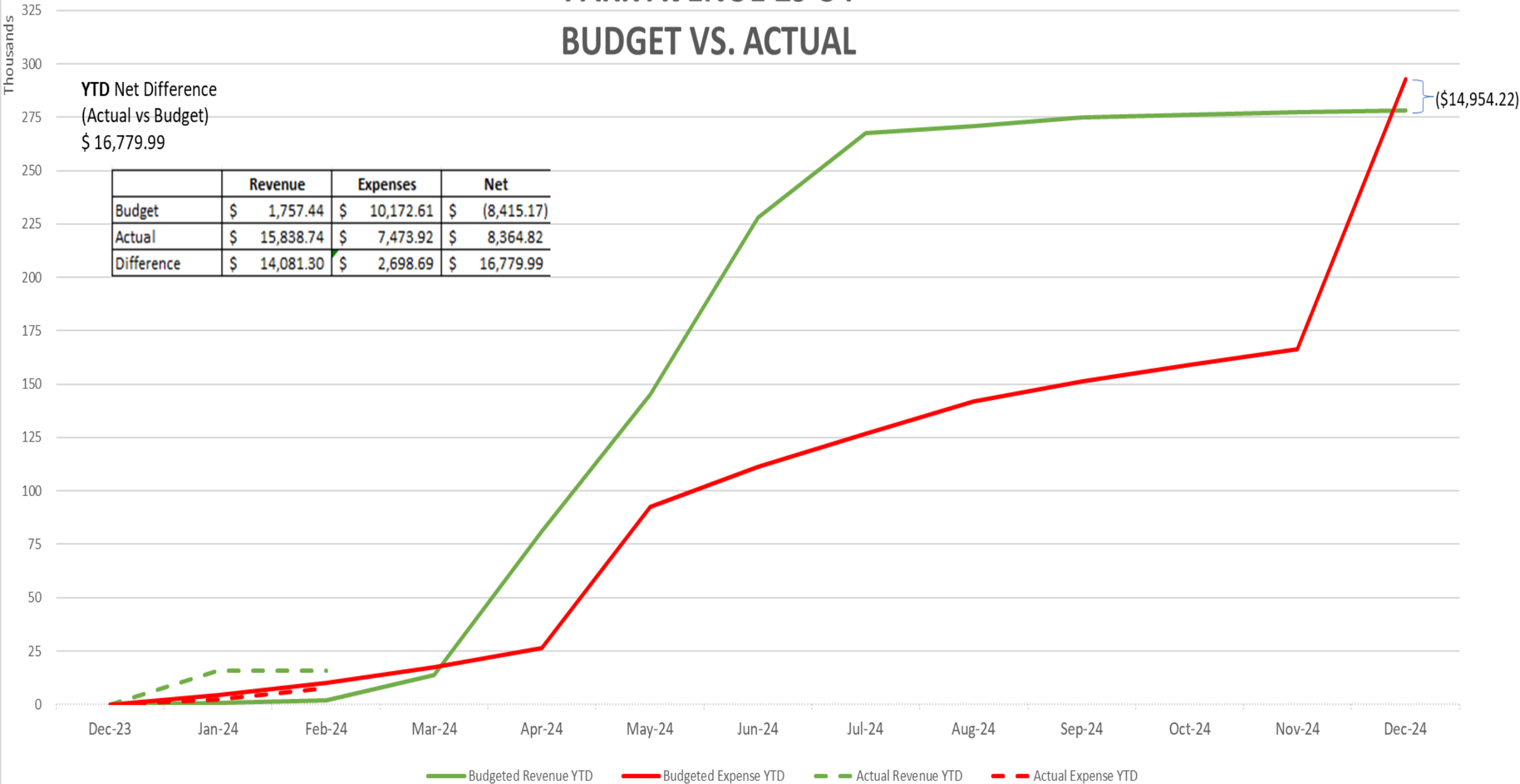
Budgeted Revenue YTD Budgeted Expense YTD Actual Revenue YTD Actual Expense YTD

PARK AVENUE 29-34

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 16,779.99

	Revenue	Expenses	Net
Budget	\$ 1,757.44	\$ 10,172.61	\$ (8,415.17)
Actual	\$ 15,838.74	\$ 7,473.92	\$ 8,364.82
Difference	\$ 14,081.30	\$ 2,698.69	\$ 16,779.99

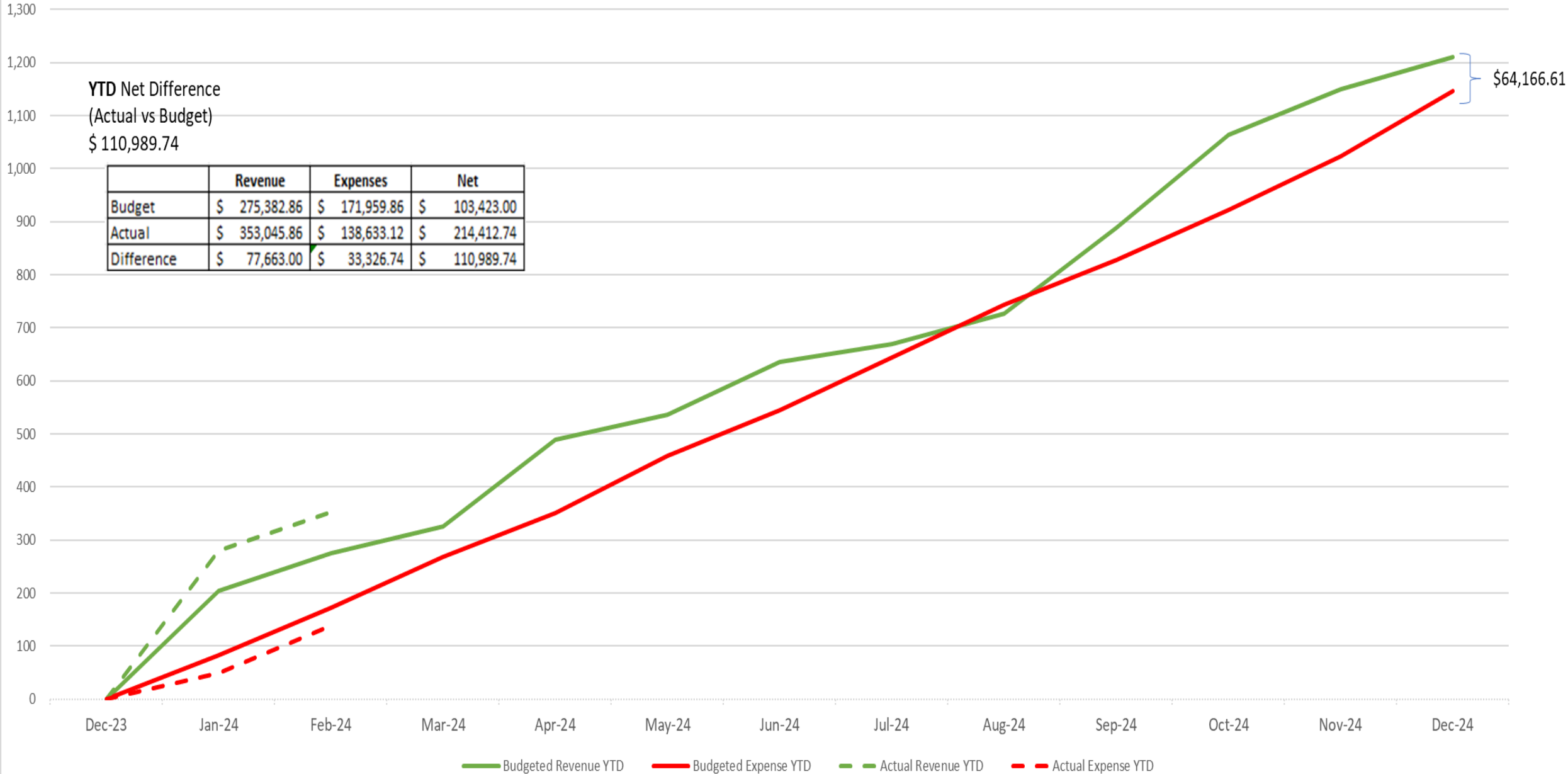


CENTENNIAL 29-38

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 110,989.74

	Revenue	Expenses	Net
Budget	\$ 275,382.86	\$ 171,959.86	\$ 103,423.00
Actual	\$ 353,045.86	\$ 138,633.12	\$ 214,412.74
Difference	\$ 77,663.00	\$ 33,326.74	\$ 110,989.74

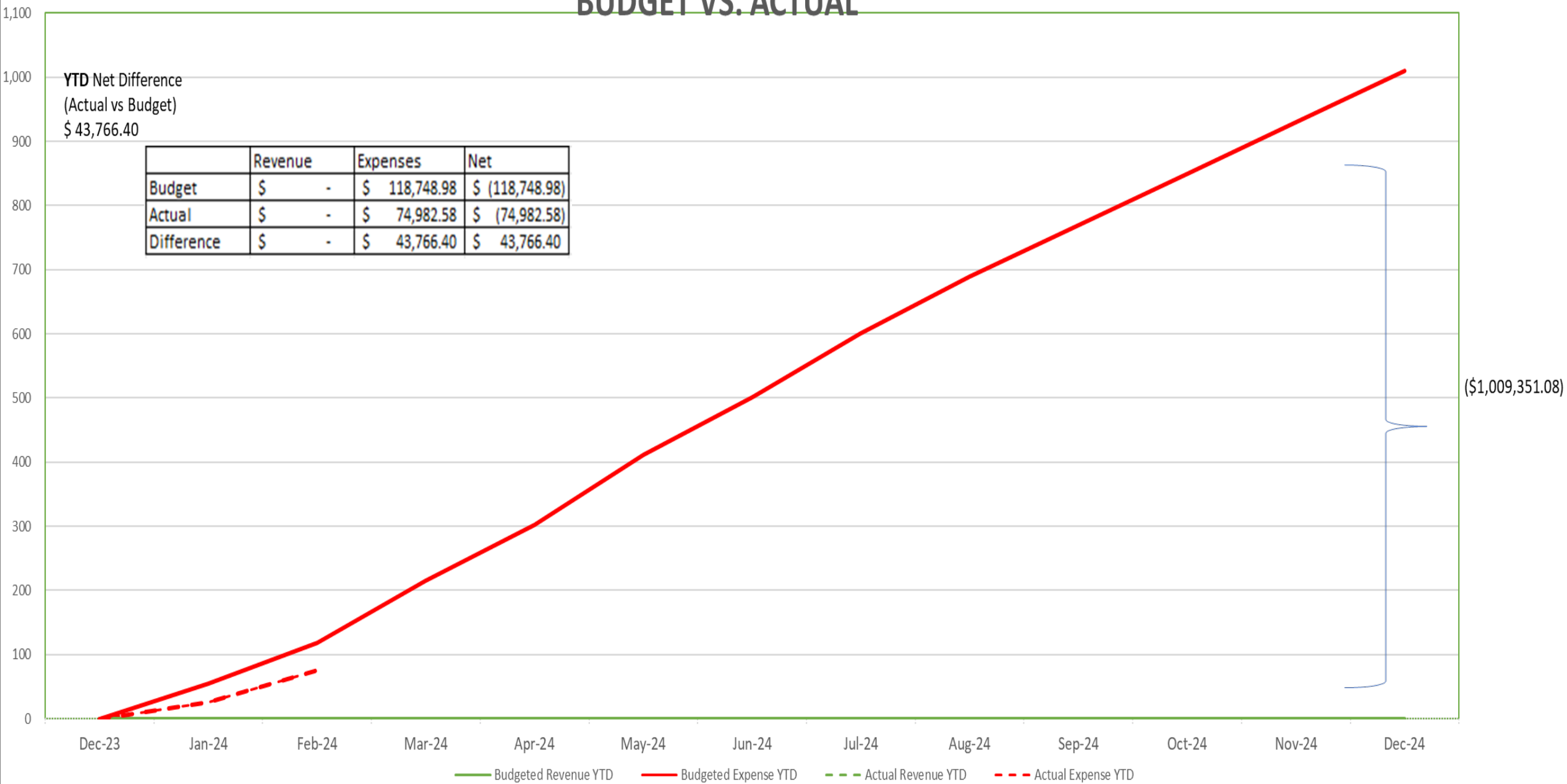


MAINTENANCE 29-41

BUDGET VS. ACTUAL

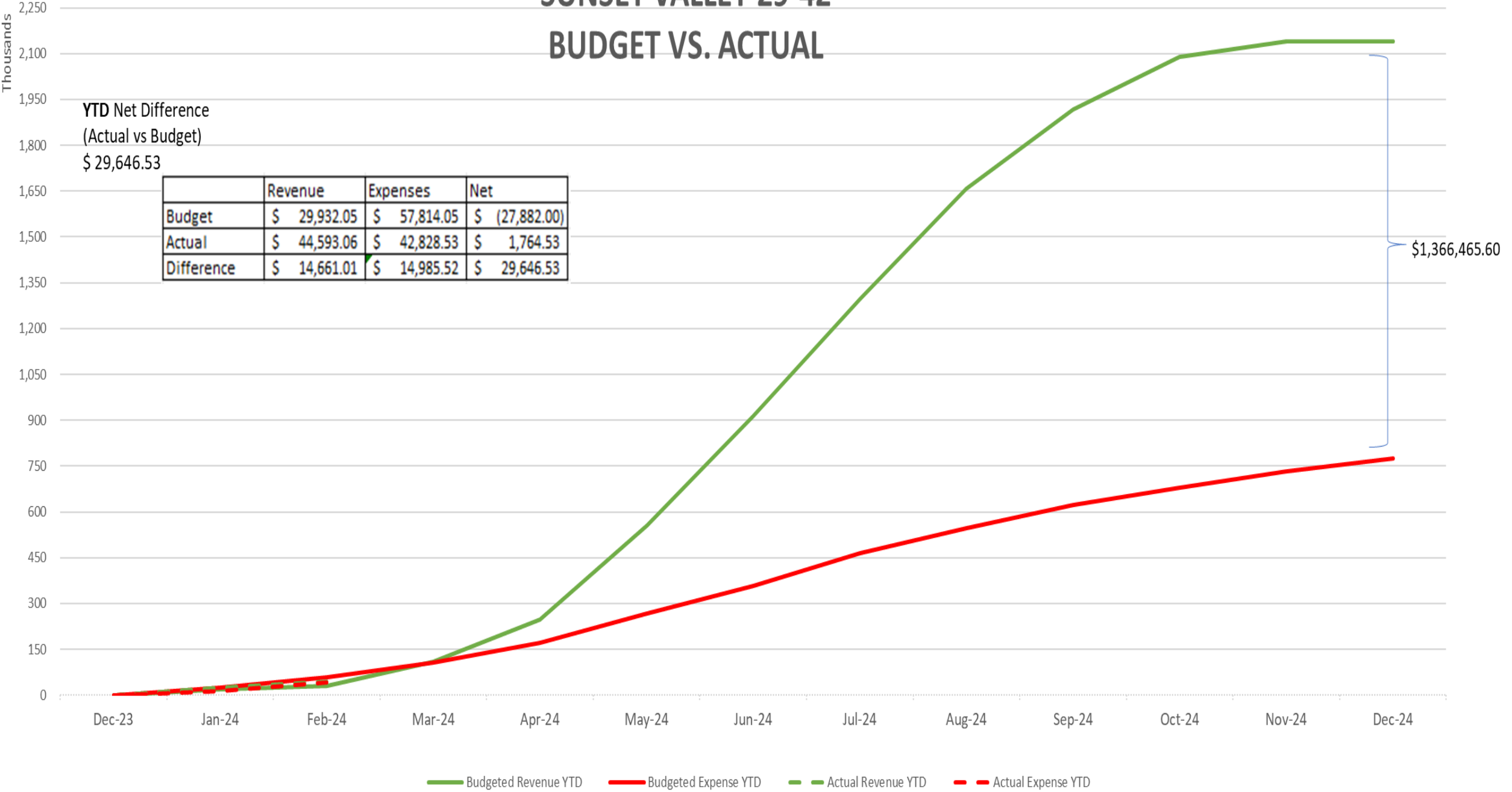
YTD Net Difference
(Actual vs Budget)
\$ 43,766.40

	Revenue	Expenses	Net
Budget	\$ -	\$ 118,748.98	\$ (118,748.98)
Actual	\$ -	\$ 74,982.58	\$ (74,982.58)
Difference	\$ -	\$ 43,766.40	\$ 43,766.40



SUNSET VALLEY 29-42

BUDGET VS. ACTUAL

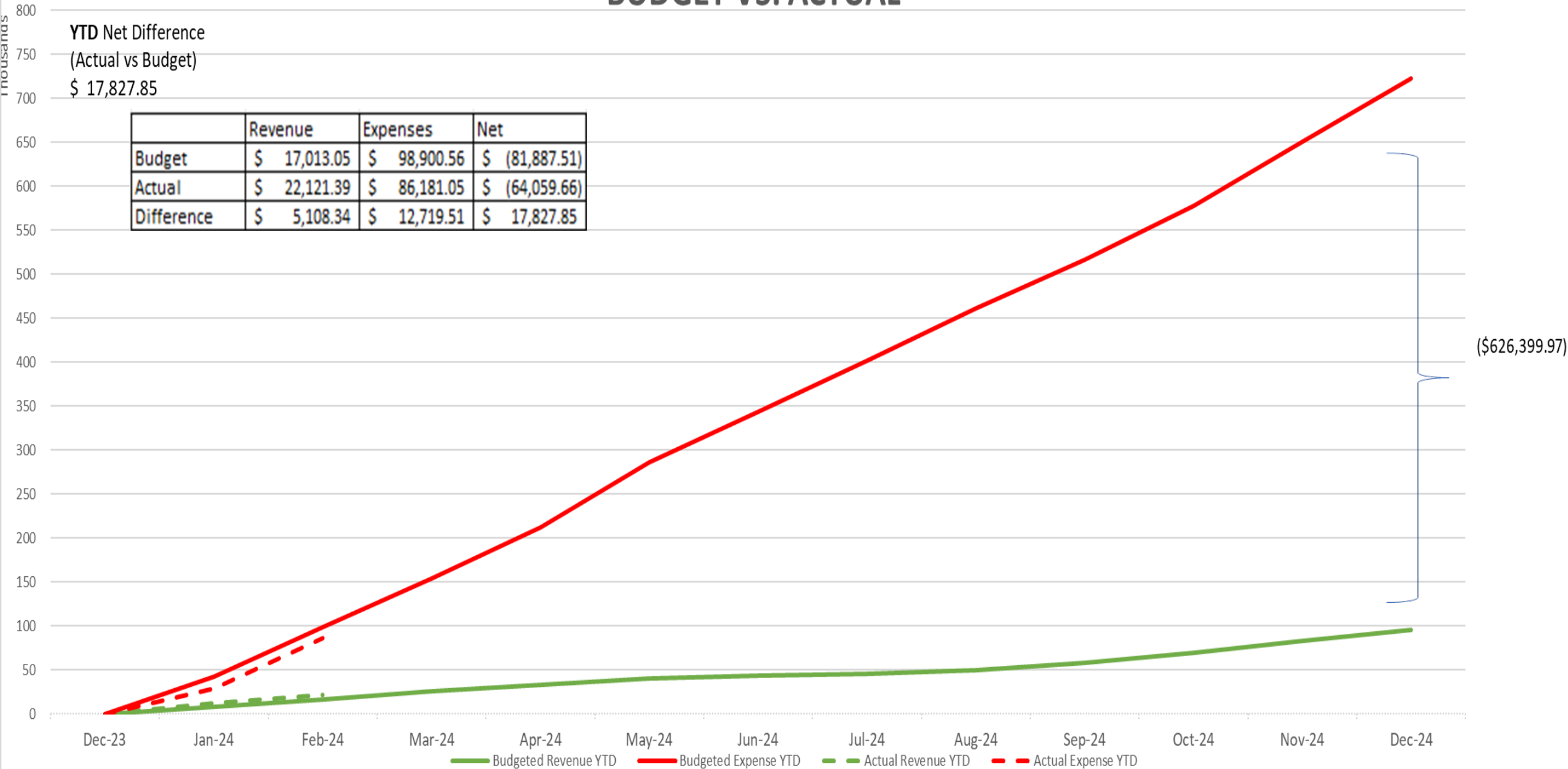


REC CENTER ADMIN 29-49

BUDGET VS. ACTUAL

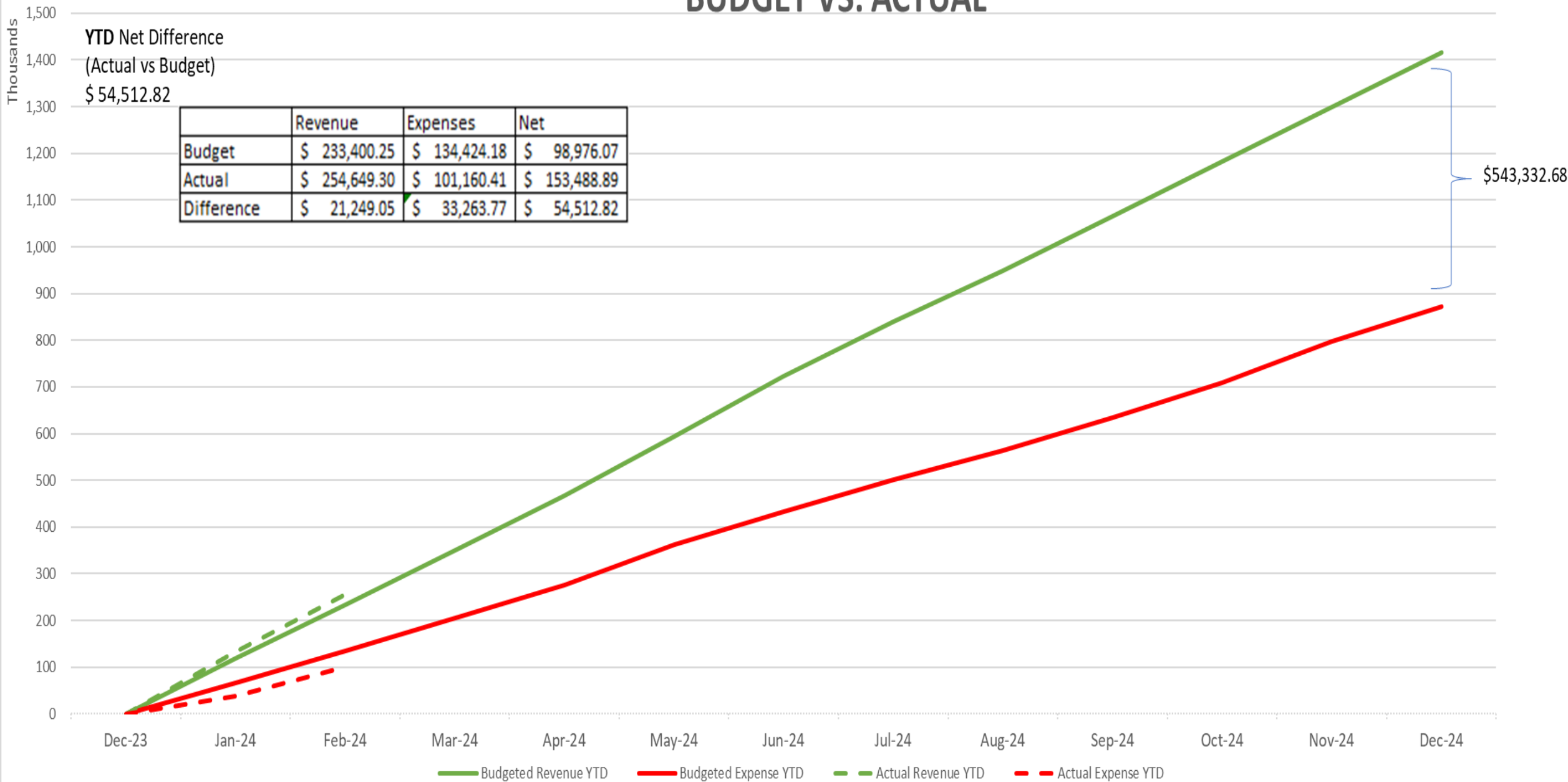
YTD Net Difference
(Actual vs Budget)
\$ 17,827.85

	Revenue	Expenses	Net
Budget	\$ 17,013.05	\$ 98,900.56	\$ (81,887.51)
Actual	\$ 22,121.39	\$ 86,181.05	\$ (64,059.66)
Difference	\$ 5,108.34	\$ 12,719.51	\$ 17,827.85



RECREATION CENTER FITNESS 29-51

BUDGET VS. ACTUAL

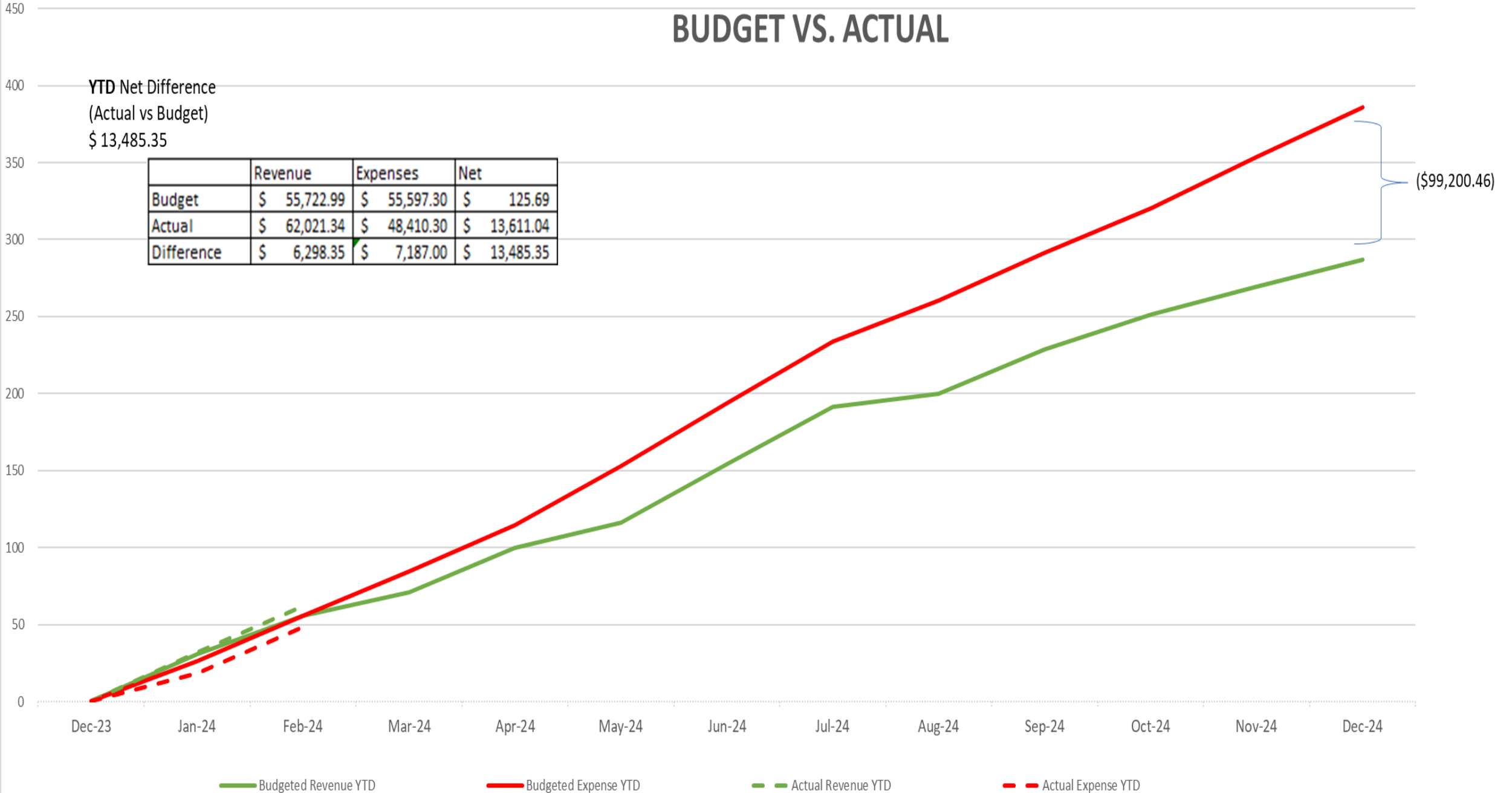


RECREATION CENTER AQUATICS 29-53

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 13,485.35

	Revenue	Expenses	Net
Budget	\$ 55,722.99	\$ 55,597.30	\$ 125.69
Actual	\$ 62,021.34	\$ 48,410.30	\$ 13,611.04
Difference	\$ 6,298.35	\$ 7,187.00	\$ 13,485.35

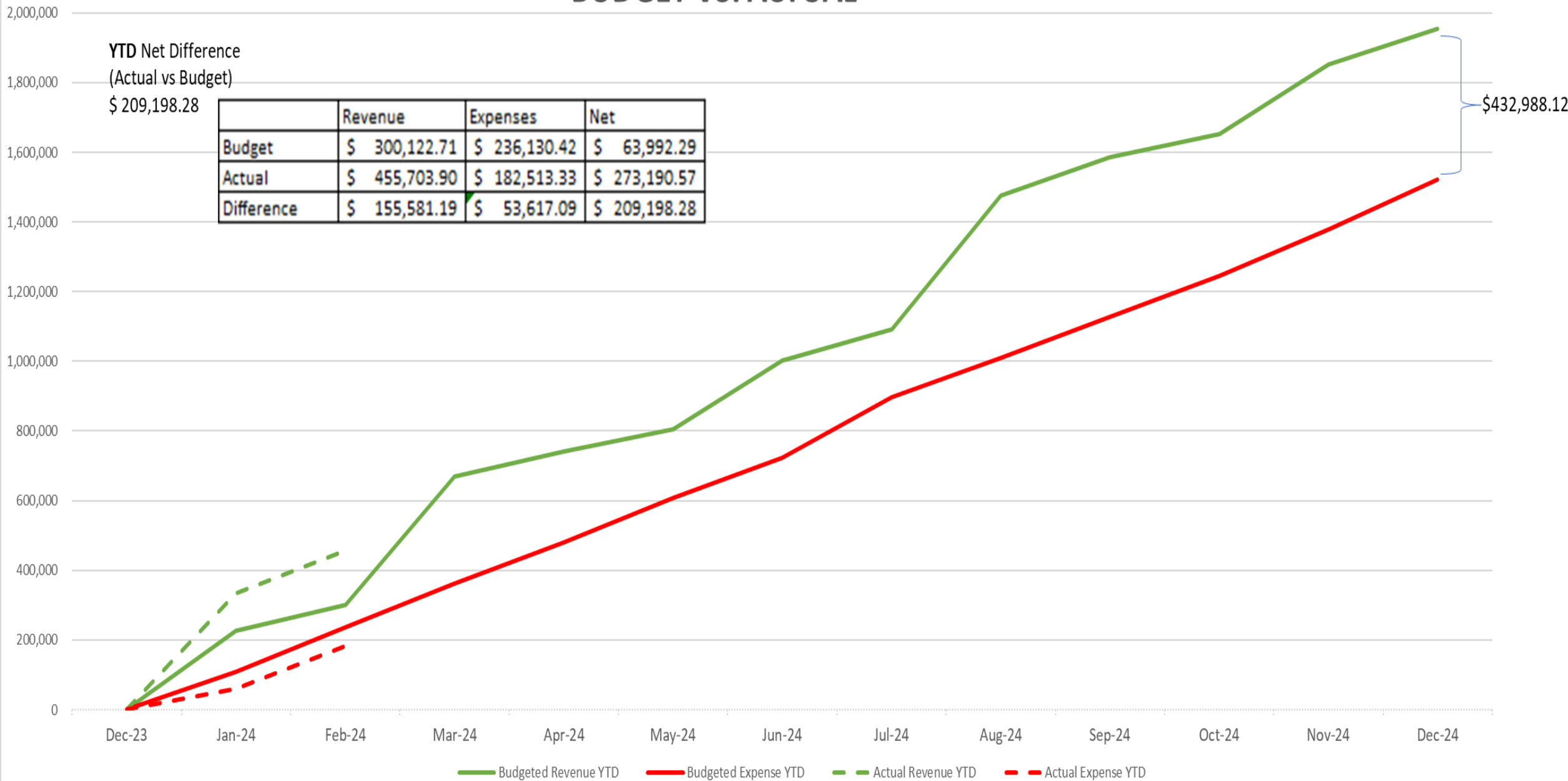


TENNIS 29-55

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 209,198.28

	Revenue	Expenses	Net
Budget	\$ 300,122.71	\$ 236,130.42	\$ 63,992.29
Actual	\$ 455,703.90	\$ 182,513.33	\$ 273,190.57
Difference	\$ 155,581.19	\$ 53,617.09	\$ 209,198.28

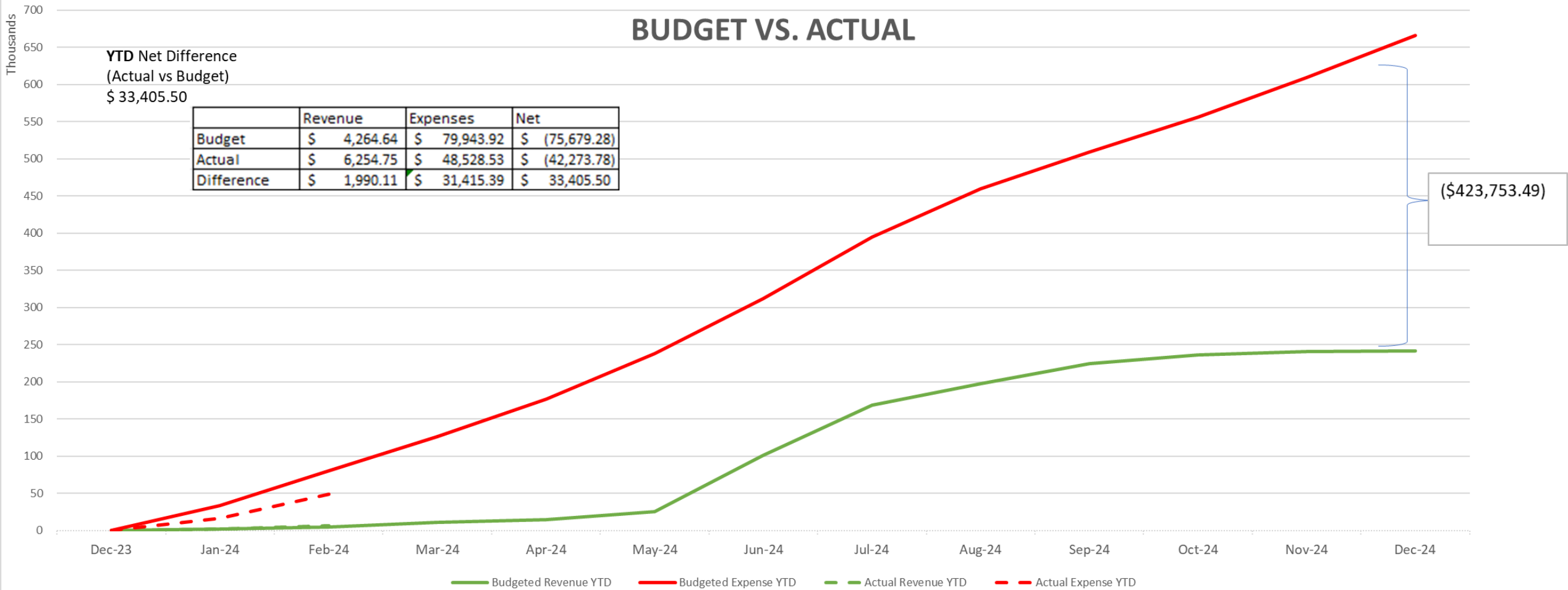


HELLER NATURE CENTER 29-61

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 33,405.50

	Revenue	Expenses	Net
Budget	\$ 4,264.64	\$ 79,943.92	\$ (75,679.28)
Actual	\$ 6,254.75	\$ 48,528.53	\$ (42,273.78)
Difference	\$ 1,990.11	\$ 31,415.39	\$ 33,405.50



HPCC LEARNING CENTER 29-74

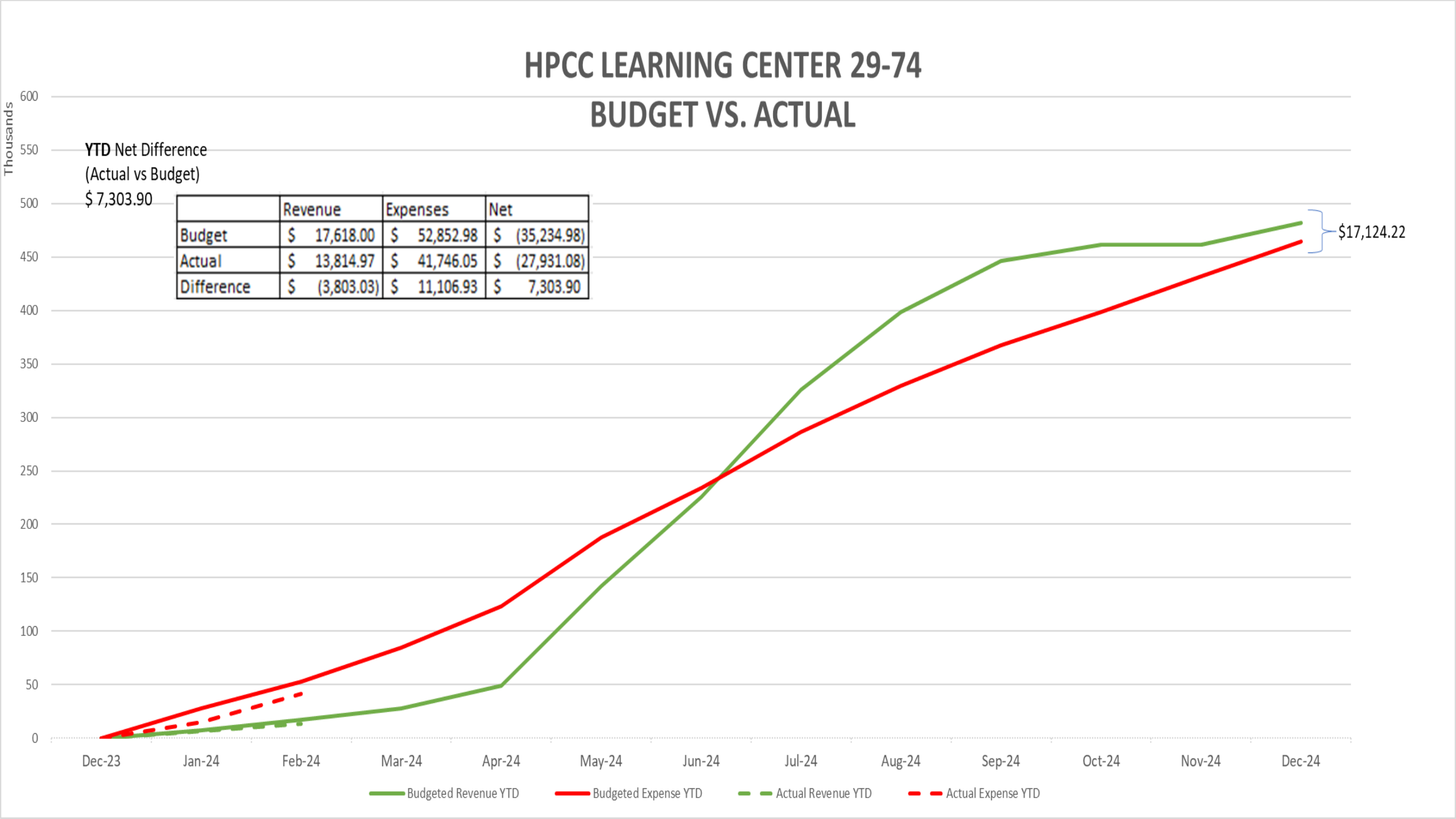
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$ 7,303.90

	Revenue	Expenses	Net
Budget	\$ 17,618.00	\$ 52,852.98	\$ (35,234.98)
Actual	\$ 13,814.97	\$ 41,746.05	\$ (27,931.08)
Difference	\$ (3,803.03)	\$ 11,106.93	\$ 7,303.90

\$17,124.22

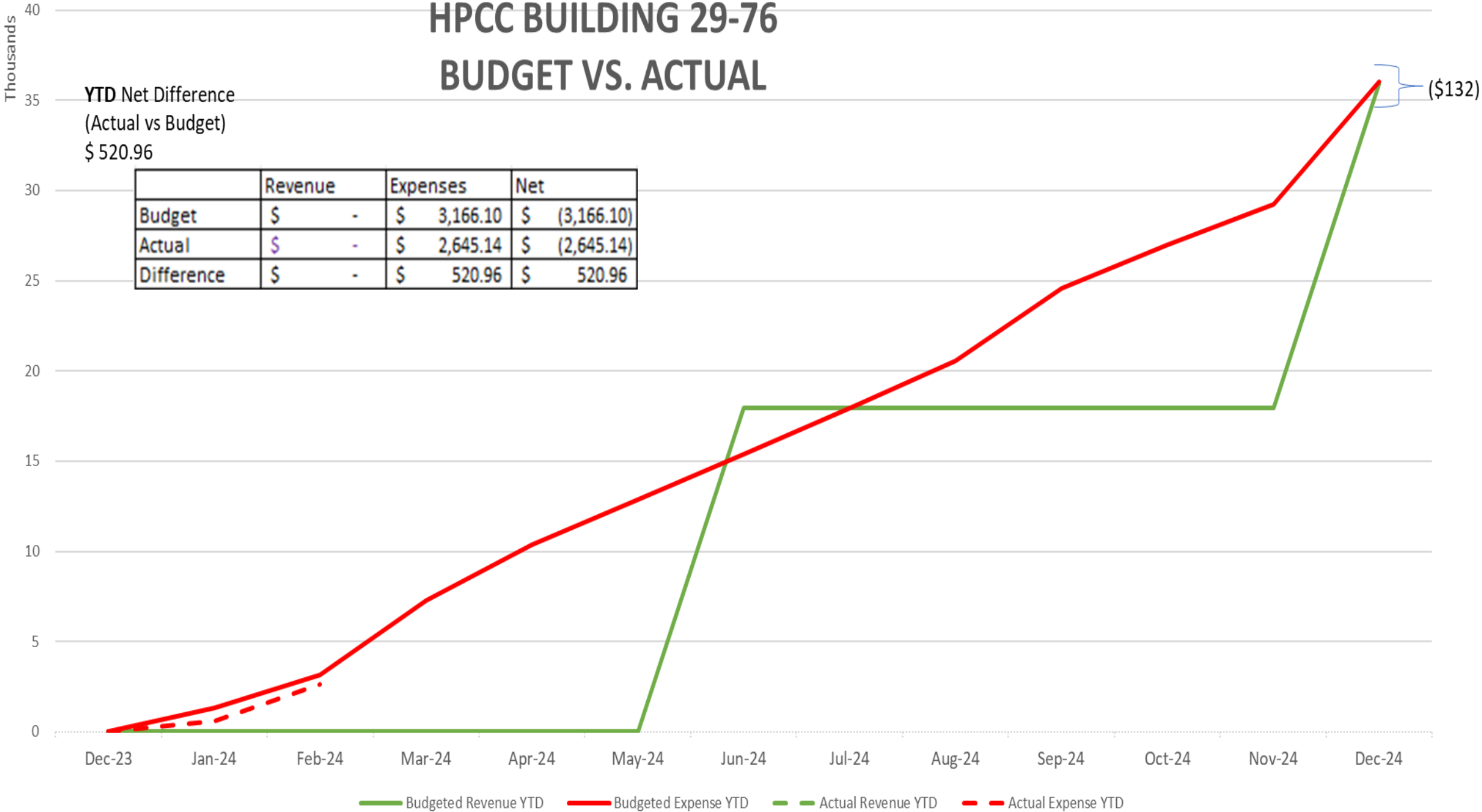


HPCC BUILDING 29-76

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 520.96

	Revenue	Expenses	Net
Budget	\$ -	\$ 3,166.10	\$ (3,166.10)
Actual	\$ -	\$ 2,645.14	\$ (2,645.14)
Difference	\$ -	\$ 520.96	\$ 520.96

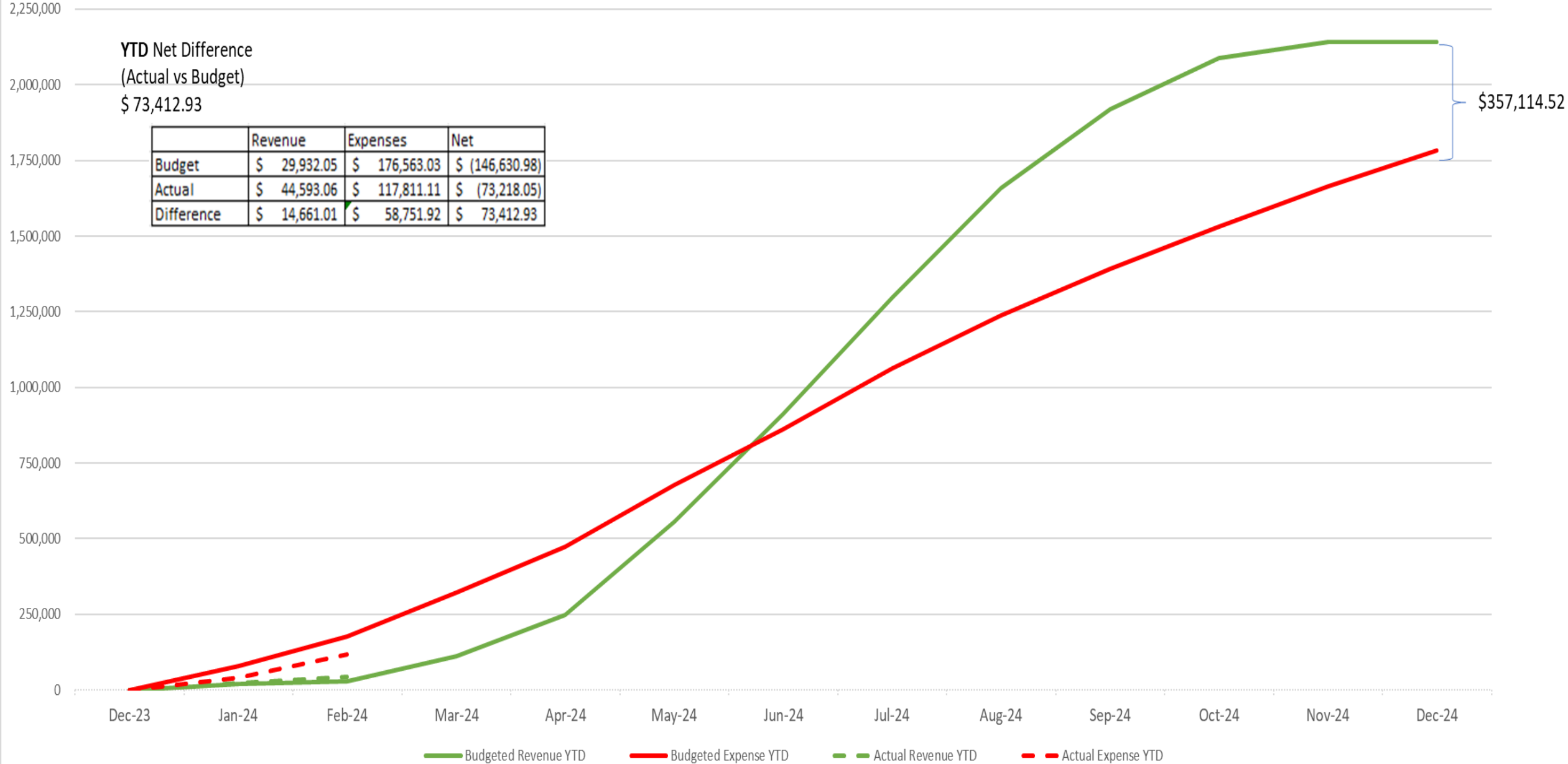


SUNSET VALLEY 29-41 and 42

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 73,412.93

	Revenue	Expenses	Net
Budget	\$ 29,932.05	\$ 176,563.03	\$ (146,630.98)
Actual	\$ 44,593.06	\$ 117,811.11	\$ (73,218.05)
Difference	\$ 14,661.01	\$ 58,751.92	\$ 73,412.93

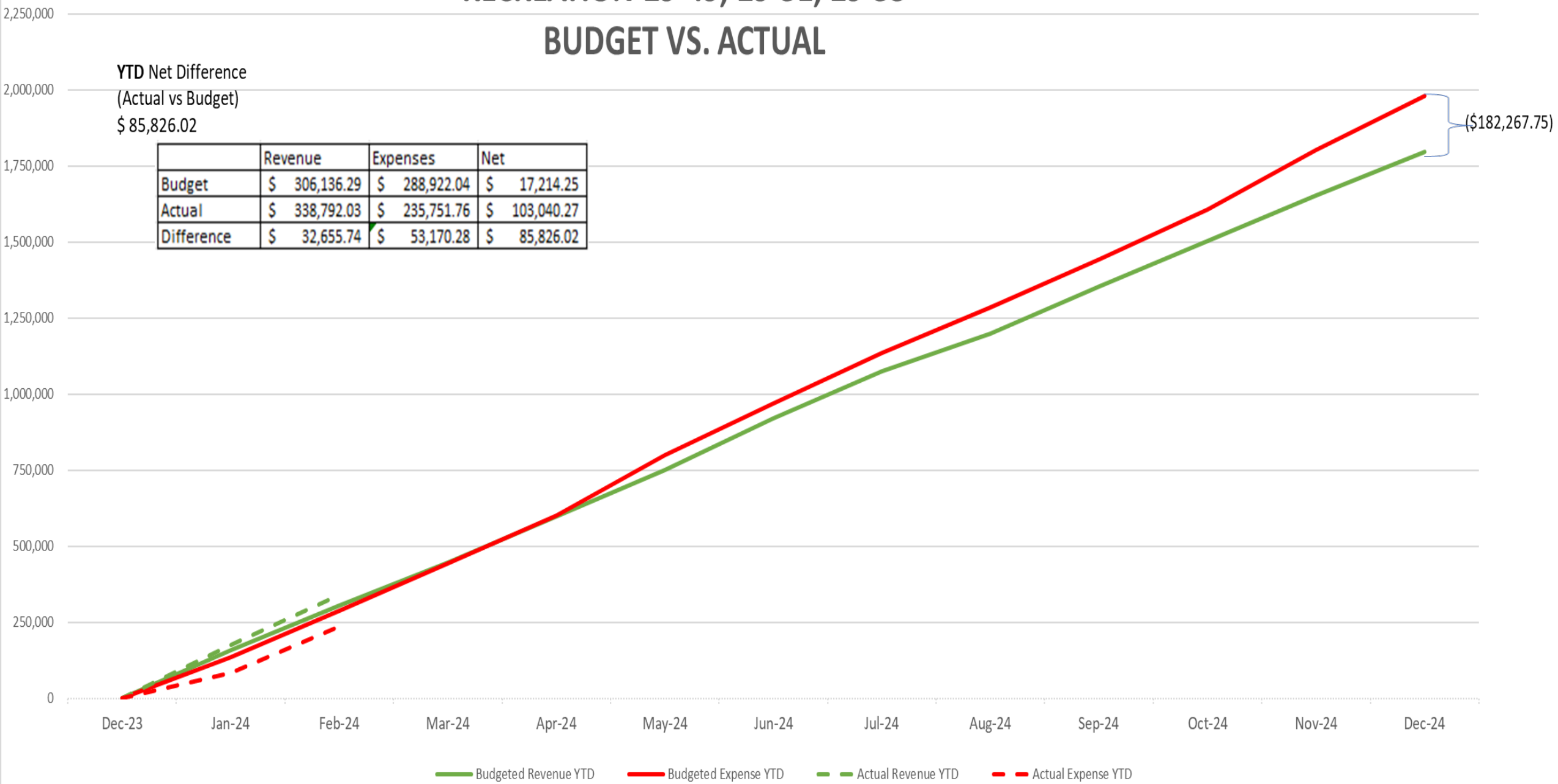


RECREATION 29-49, 29-51, 29-53

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 85,826.02

	Revenue	Expenses	Net
Budget	\$ 306,136.29	\$ 288,922.04	\$ 17,214.25
Actual	\$ 338,792.03	\$ 235,751.76	\$ 103,040.27
Difference	\$ 32,655.74	\$ 53,170.28	\$ 85,826.02





2024

FINANCIAL FORECASTS AND TREASURER'S REPORT

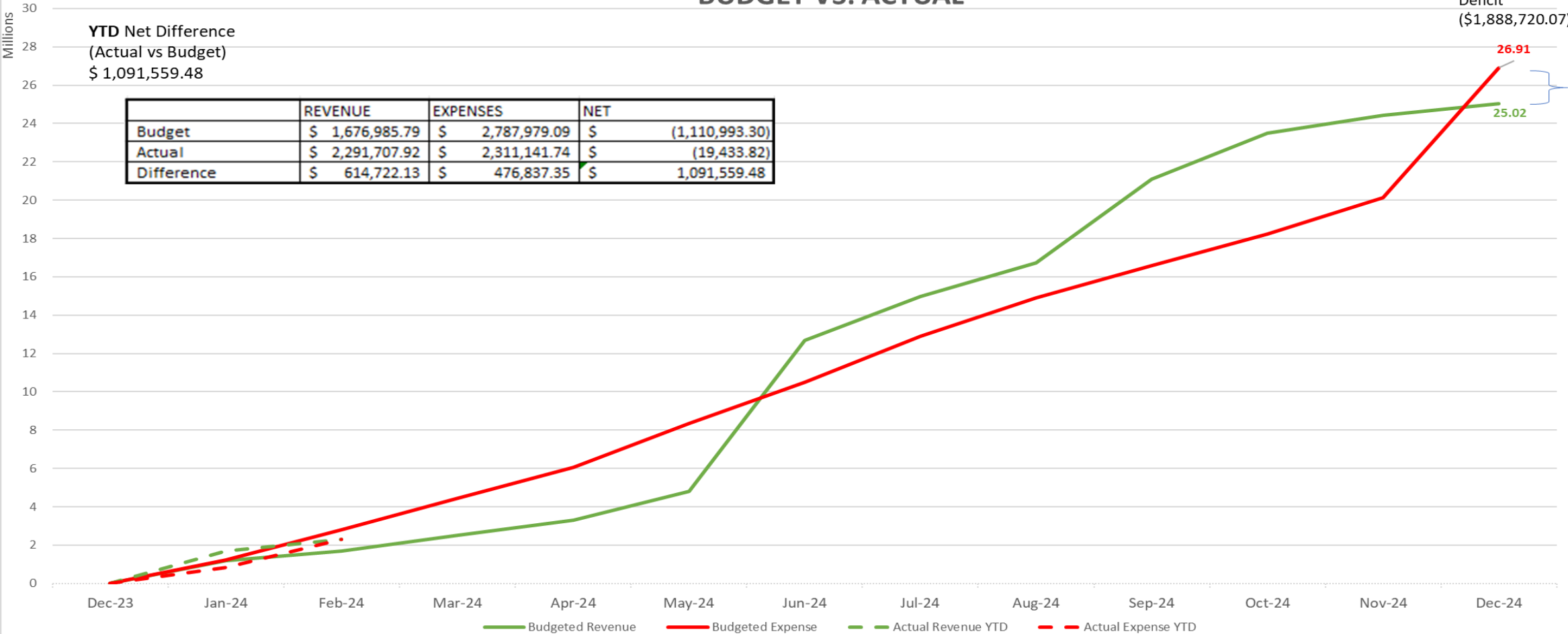
2/28/24

OPERATIONS (GENERAL AND RECREATION FUNDS) BUDGET VS. ACTUAL

**YTD Net Difference
(Actual vs Budget)**
\$ 1,091,559.48

	REVENUE	EXPENSES	NET
Budget	\$ 1,676,985.79	\$ 2,787,979.09	\$ (1,110,993.30)
Actual	\$ 2,291,707.92	\$ 2,311,141.74	\$ (19,433.82)
Difference	\$ 614,722.13	\$ 476,837.35	\$ 1,091,559.48

Net Budgeted -
Deficit
(\$1,888,720.07)

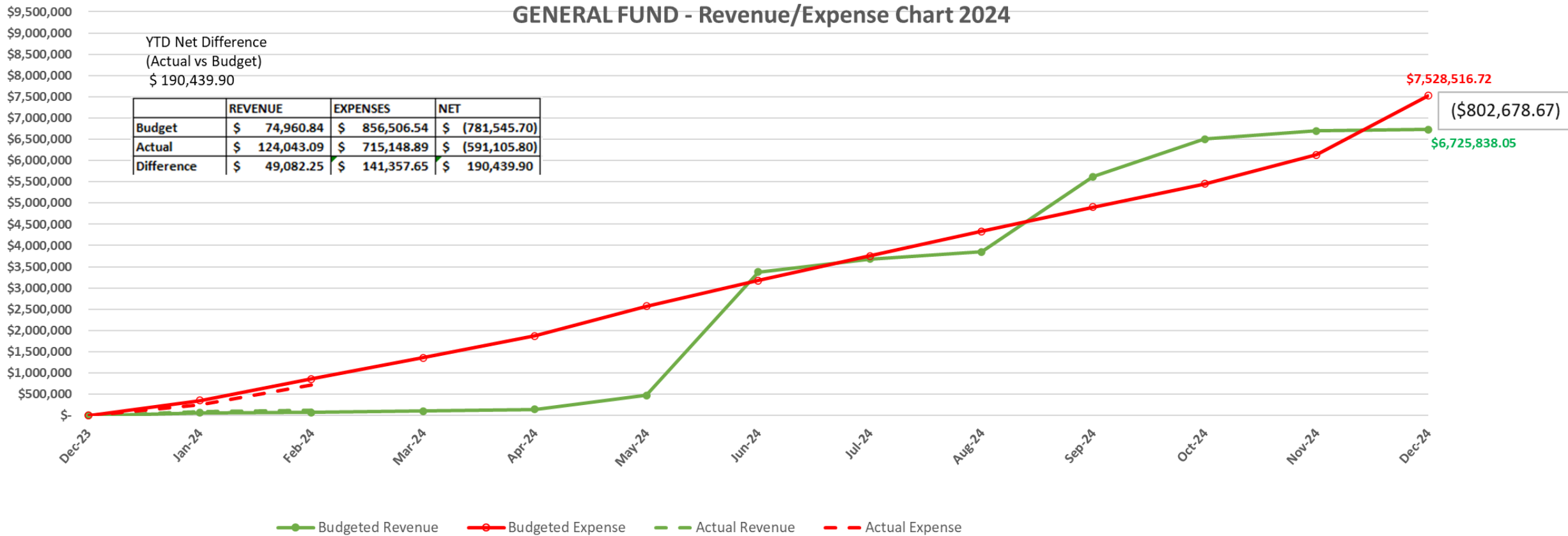
[illegible]

Actuals 2/29/24



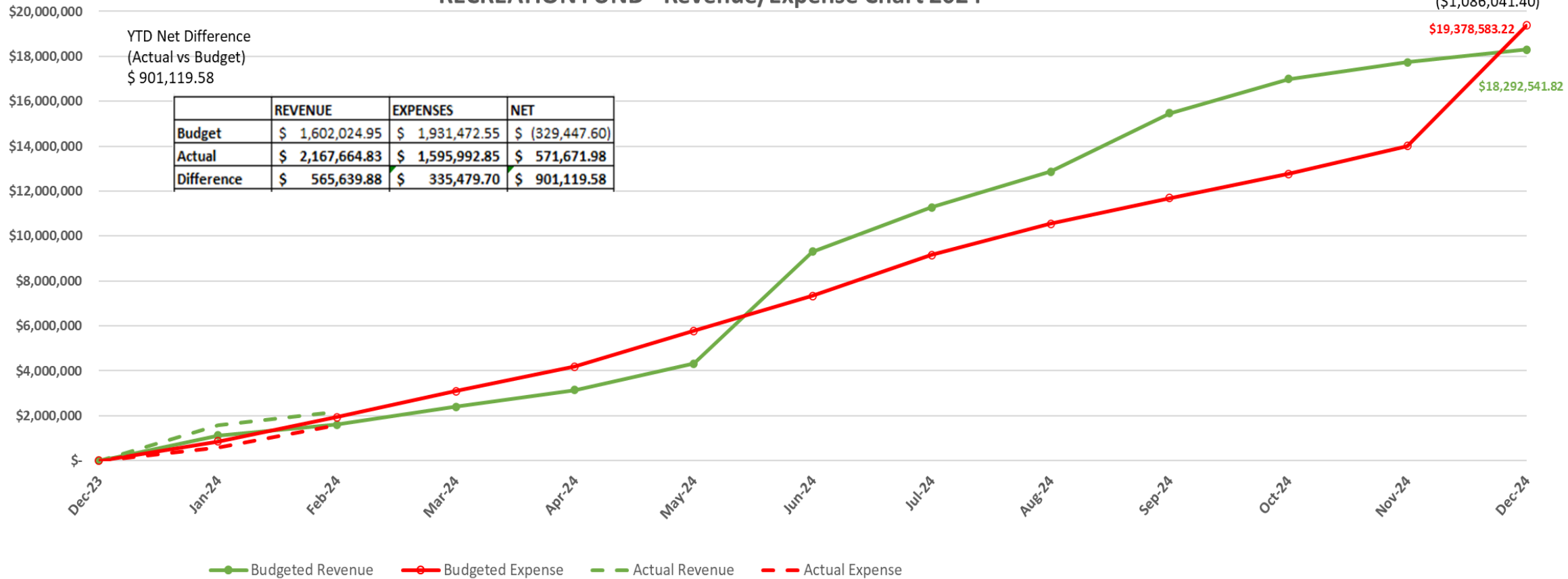
YTD Net Difference (Actual vs Budget)	\$ 190,439.90
--	---------------

	REVENUE	EXPENSES	NET
Budget	\$ 74,960.84	\$ 856,506.54	\$ (781,545.70)
Actual	\$ 124,043.09	\$ 715,148.89	\$ (591,105.80)
Difference	\$ 49,082.25	\$ 141,357.65	\$ 190,439.90

[illegible]

Actuals 2/29/24

RECREATION FUND - Revenue/Expense Chart 2024

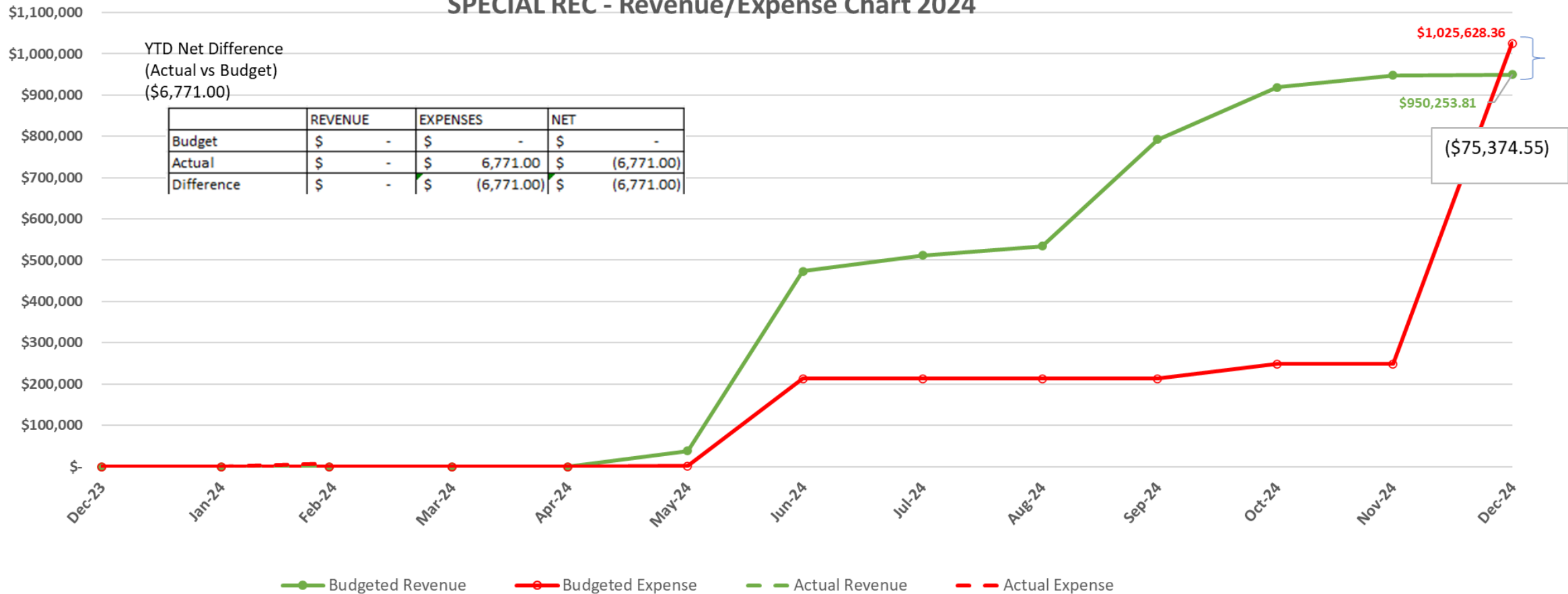


	REVENUE	EXPENSES	NET
Budget	\$ 1,602,024.95	\$ 1,931,472.55	\$ (329,447.60)
Actual	\$ 2,167,664.83	\$ 1,595,992.85	\$ 571,671.98
Difference	\$ 565,639.88	\$ 335,479.70	\$ 901,119.58

[illegible]

Actuals 2/29/24

SPECIAL REC - Revenue/Expense Chart 2024

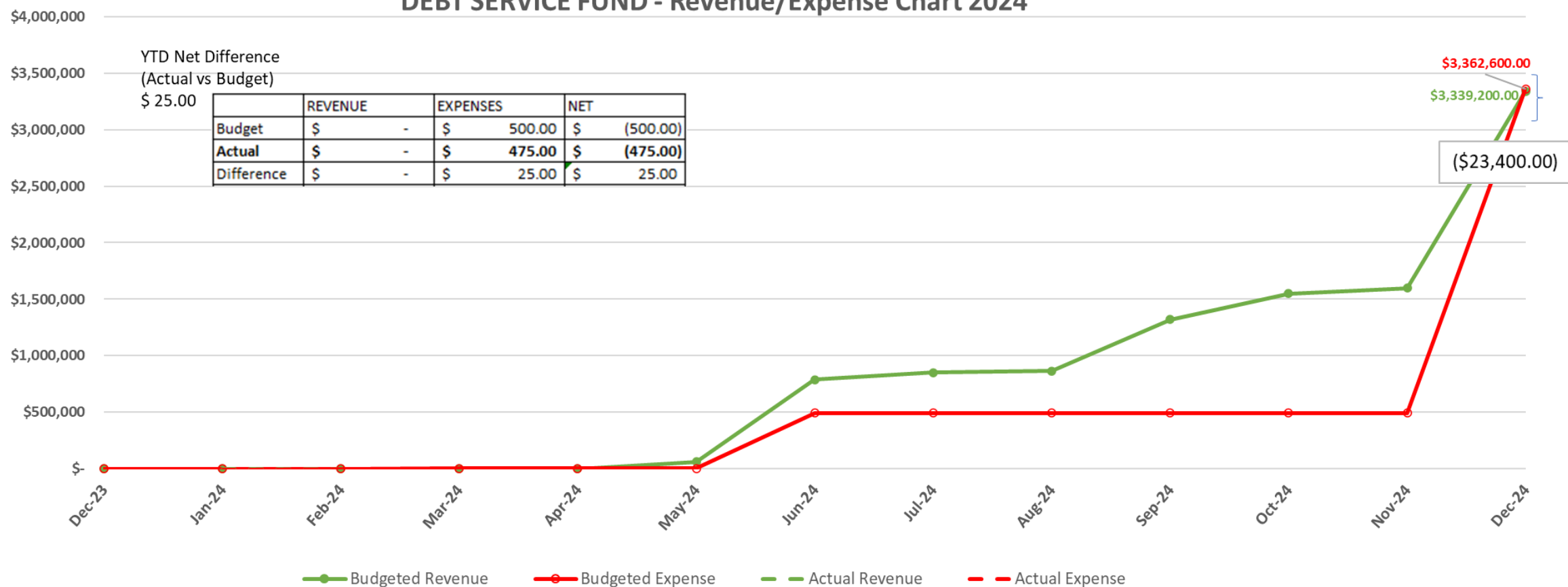


	REVENUE	EXPENSES	NET
Budget	\$ -	\$ -	\$ -
Actual	\$ -	\$ 6,771.00	\$ (6,771.00)
Difference	\$ -	\$ (6,771.00)	\$ (6,771.00)

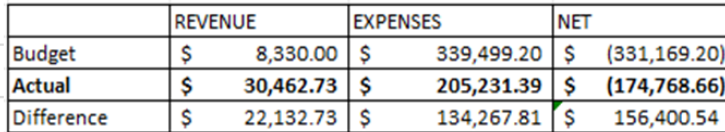
[illegible]

Actuals 2/29/24

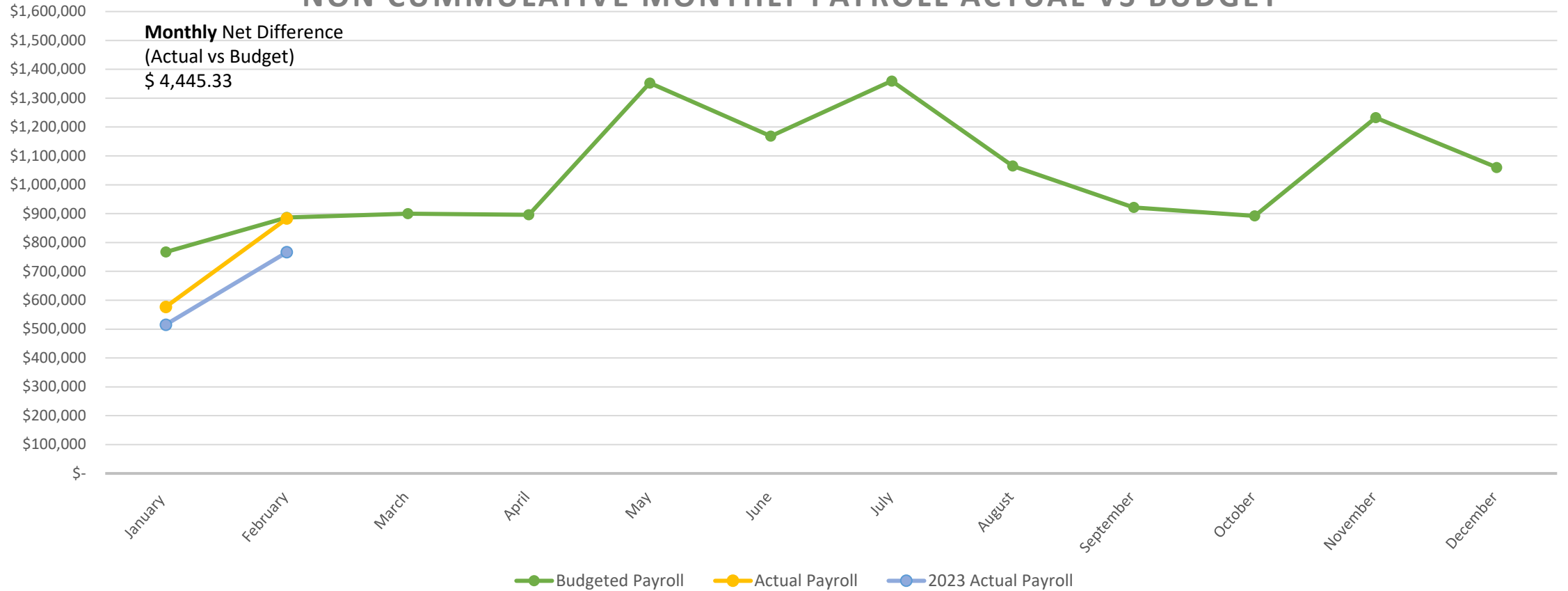
DEBT SERVICE FUND - Revenue/Expense Chart 2024

[illegible]

CAPITAL FUND - Revenue/Expense Chart 2024

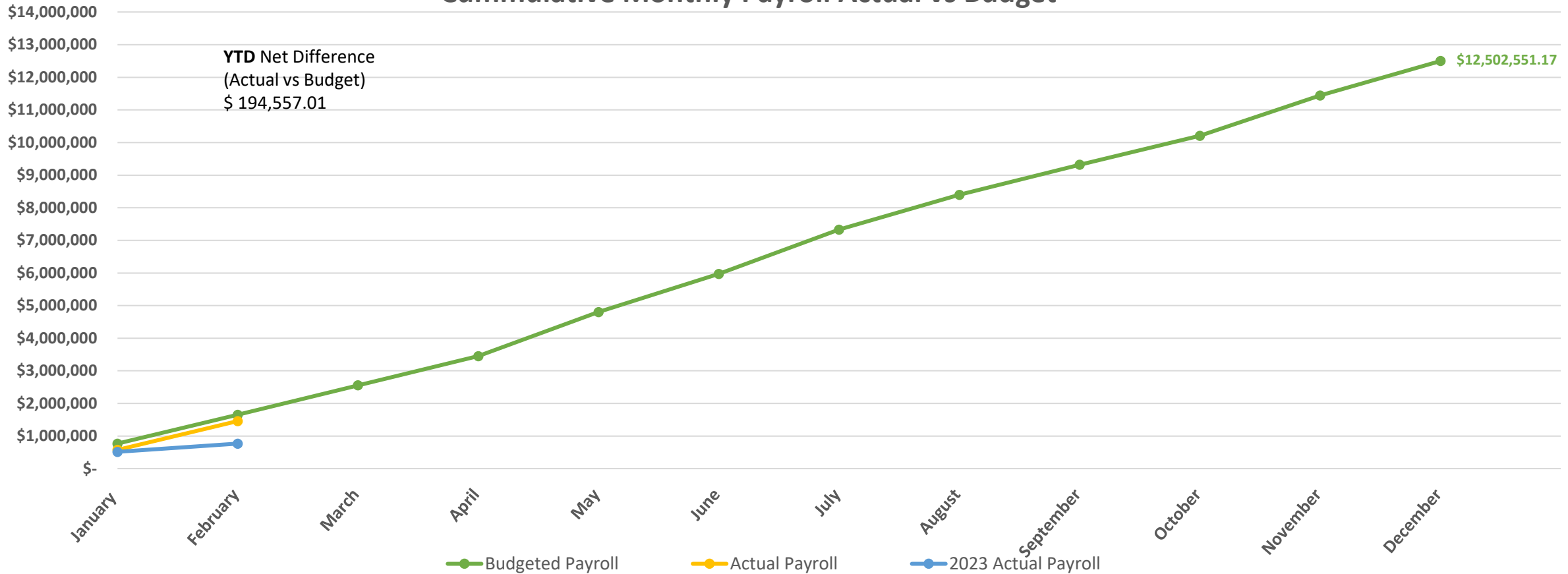
[illegible]

NON CUMMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



Payroll 1	105,943.65	440,970.32										
Payroll 2	471,184.02	441,449.33										
Payroll 3												
Total Payroll (Actual)	577,127.67	882,419.65										
Budgeted Payroll	767,239.35	886,864.98	899,861.72	896,190.86	1,352,681.18	1,168,691.98	1,359,550.42	1,065,249.30	921,574.94	892,189.08	1,232,392.10	1,060,065.26
2023 Payroll 1	163,818.81	391,308.33										
2023 Payroll 2	351,605.25	375,153.61										
2023 Payroll 3												
Total Payroll (Actual)	515,424.06	766,461.94										

Cummulative Monthly Payroll Actual vs Budget

[illegible]



Memorandum

To: Park Board of Commissioners

From: Nick Baird, Director of Recreation; Brian Romes, Executive Director

Date: March 20, 2024

Subject: **Consideration to Approve the Purchase of an Air Supported Dome at 2205 Skokie Valley Road**

Summary

In 2018 the Park District and the City of Highland Park approved a Lease Agreement for Lot 3 of the Highland Park Country Club, the parcel property known as the Highland Park Golf Learning Center and referred to as the "Enterprise Property" (Lease Agreement). In accordance with that agreement, the Park District had a Concessionaire Agreement for operation of an air supported dome (Dome) offering indoor golf and various athletic activities. That Agreement terminates on April 30, 2024 and the Park District has provided notification that we will not be keeping the existing Dome. Recognizing the potential for year-round recreational opportunities, the Park District of Highland Park, with the support of a generous community donor, is planning to create a new recreation Paddle Dome to accommodate Pickleball, Pade, and other recreational activities. This project aligns with the district's mission and addresses the significant growth of these sports.

The Park District of Highland Park is seeking approval for the purchase of materials and installation for a new Dome. The proposed new Dome will be purchased through the Sourcewell joint purchasing cooperative for state, local and city governments. Illinois statutes, 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units, not requiring the agency to individually competitively bid on the item or service. The proposed dome manufacturer through Sourcewell is ASATI.

Recommendation

The Park Board of Commissioners will consider a motion to approve the purchase and installation for a new Dome through the Sourcewell joint purchasing agreement from ASATI for \$1,418,985, authorizing the Executive Director to enter into a contract.



Facility:
Highland Park Dome

Customer Name:
Park District of Highland Park

Customer Number:
-

Customer Email:
-

Date:
2/23/2024
Proposal ID:
SW23.00903.3Con.

Size: Wide 200 ft. Long 260 ft. High 66 ft. Sq. FT 52,000

Summary:

- White Opaque PVDF Fabric Envelope
- Thermal Liner with Bubble Foil Insulation (R-12 Insulation Value)
- Skylight
- Tab System (PVDF)
- Field Joint
- Full Bias Cable Net
- Steel Cable Clips (Anchor Rods & Epoxy for Clips Included)
- (5) Personal Exit Door
- (1) 3-Leaf Revolving Door
- (1) Personal Airlock (ADA)
- (1) Vehicle Airlock (10'x10'x40')
- Heating & Cooling Pressurization System (2 million BTUs w/ 80 Tons)
- Smart Dome Controls System
- (1) Generator
- (52) LED Lights (With Bluetooth Integration)
- ASATI Dome Installation (Lake County, IL Prevailing Wage)

*Includes Supervision, Labor & Equipment, & Cable Clip Anchor Installation**

Excludes plumbing, electrical, and/or additional foundation/concrete work

Base Price: ----- \$1,462,871 USD

Options not included in the Base Price are on the following page.

Sourcwell Discount Pricing: ----- \$1,418,985 USD

Performance Bond Payment (2.5% of Final Purchase Price.): ----- \$34,475 USD

Bonding payment is subject to change based on the final options selected. Applied after discount.

Total Price: ----- \$1,454,460 USD

Based on the Current Summary of Equipment. Including Performance Bond Payment and Sourcwell Discount.

ASATI-Sourcwell Contract Number = #071223-ASA

Sourcwell Account Number | Park District of Highland Park = #80802

Salesmen: Donato Fraioli

Cell Number: 914-417-1262

Email: Donato@asati.com

Air Structures American Technologies, Inc.

4 International Drive, Rye Brook, N.Y. 10573

(914) 937-4500 / 1-800-AIR-BLDG / Fax: (914) 937-6331

Email: Info@asati.com • www.ASATI.com • www.ASATI.net



Facility:
Highland Park Dome

Customer Number:
-

Date:
3/15/2024

Customer Name:
Park District of Highland Park

Customer Email:
-

Proposal ID:
SW23.00903.3Con.

Size: Wide **200 ft.** Long **260 ft.** High **66 ft.** Sq. FT **52,000**

Options not included in the Base Price:

- ☐ Lighting: ----- \$1,350 EACH
 - ☐ Additional Lighting For 70 ft. Candle Average (18 Lights): ----- \$24,300
- ☐ 3-Leaf Revolving Door: ----- \$29,077
- ☐ ASATI Standard Gray Opaque PVDF Fabric Envelope: ----- \$27,781
- ☐ White Opaque TEDLAR Fabric Envelope: ----- \$159,557

ASATI-Sourcewell Contract Number = **#071223-ASA**

Sourcewell Account Number | Park District of Highland Park = **#80802**

Shipping is included.

Plumbing, electrical, and/or foundation work is not included unless otherwise noted.

Buyer Responsible for customs, sales & use tax if applicable

Payment Terms:

35% down payment to be paid upon signing of the contract.

30% upon start of production

30% upon completion of production of air structure fabrication

5% upon delivery or two weeks after notice of completion of production

Salesmen: Donato Fraioli

Cell Number: 914-417-1262

Email: Donato@asati.com

Air Structures American Technologies, Inc.

4 International Drive, Rye Brook, N.Y. 10573

(914) 937-4500 / 1-800-AIR-BLDG / Fax: (914) 937-6331

Email: Info@asati.com • www.ASATI.com • www.ASATI.net



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: March 20, 2024

Subject: **Board Committee Updates**

Summary

Executive Director Romes will provide a summary of the items discussed at the March Committee Meetings.



Memorandum

To: Park Board of Commissioners

From: Joanne Kelly, Membership Services Supervisor, Jodi DiTomaso, Fitness Manager; Kari Acevedo, Assistant Director of Recreation; Nick Baird, Director of Recreation; Brian Romes, Executive Director

Date: March 20, 2024

Subject: **Recreation Center of Highland Park Annual Report**

Summary

Staff will present the annual report for the Recreation Center of Highland Park.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

MARCH 20, 2024

UPCOMING MEETINGS

- Wednesday, April 10, 2023 / 6:00 p.m. / Workshop Meeting
- Tuesday, April 16, 2023 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, April 24, 2023 / 6:00 p.m. / Regular Board Meeting

UPCOMING EVENTS

- **Schools Off Programs (Fri. Mar. 22 – Fri. Mar. 29)**
 - STREAM Explorers Mar. 22 – 29 from 9-3p.m. at WRC (\$480R/\$600NR)
 - Junior Spring Break Tennis Camp Mar. 25 – 29 from 9-12p.m. at DCRC (\$45 per day/\$200 week)
 - Array of Nature Classes Mar. 22 – 29 from 10 – 12p.m. or 12:30 – 2:30 p.m. at HNC (\$34/person)
- **Egg Hunts Sat. Mar. 30 from 9:00 – 10:45 a.m. at the Preserve of Highland Park**
 - ***Doggieland Egg Hunt from 9 – 9:15am***
 - ***EGGcessible Egg Hunt from 9:30 – 10am***
Step into a world of inclusivity and wonder at our Sensory-Friendly Egg Hunt, a heartwarming event that embraces the joy of the season while accommodating the unique needs of individuals with sensory sensitivities. This hunt is specifically for children ages 3-14 with disabilities.
 - ***Wonderland Egg Hunt from 10:15 – 10:30 a.m.***
Featuring scenes and characters from Alice's Adventures in Wonderland and thousands of plastic eggs filled with treats.
- **Natural Areas Volunteer Program, Every Fri. from 9:00 – 12:00 p.m. at the Preserve of HP**
Winter work activities currently include the eradication of woody invasive species by cutting and burning. (FREE)
- **Stuffy Sleepovers and S'Mores Fri. Apr. 5 from 6:00 – 7:30 p.m. at HNC**
Curious what your stuffed animal does when you are asleep? Bring a stuffed animal and share a fireside story, s'more snack, and tuck them into their tents for the night. Our campout counselors will be on the lookout for what mischief your stuffed animals might get into during the night. The next day come pick up your animal pal from their campout to see what stories and adventures they have to share! (\$13/person)
- **The Ecology of Dice and Dragons Sat. Apr. 6 from 12:00 – 3:30 p.m. at HNC**
While traveling in the woods, you come across a strange child. She offers a decorative box in exchange for food... Adventure and unexpected surprises await as you practice outdoor skills, learn about the animals of the forest, and play a very popular role-playing game! (\$36/person, ages 10+)
- **Rock Art Sat. Apr. 6 from 2:00 – 3:30 p.m. at Rosewood Beach**
Create a stone scene using rocks, sea glass, and sticks collected from the shores of Lake Michigan. (\$18/participant)

- **Explore S'more Campfire: Night Noises Fri. Apr. 12 from 6:00 – 7:15 p.m. at Sunset Woods Park**
Hike with naturalist, play games with friends, and enjoy a campfire. (\$13/participant)
- **Parks Foundation's Champions Gala Sat. Apr. 12 from 6:30 – 9:00 p.m. at Sunset Ridge Country Club**
2-Year Chicago Bears Linebacker & Seven-Time Pro Bowler, Lance Briggs, is the guest speaker for the annual champions gala and charity auction. All proceeds support the Parks Foundation scholarship programs so less fortunate kids are able to participate in Park District programs. (\$150-\$175 ticket)
- **Native Seed Exchange Workshop Sun. Apr. 14 from 10:00 - 12:00 p.m. at HNC**
Talk with our Heller Natural Areas team about the native plants they seed every year around Highland Park. Exchange native seeds to bring home and to sow your very own native garden. (\$13/person)
- **Every Day is Earth Day Sat. Apr. 20 from 9:00 – 12:00 p.m. at the Preserve of HP**
Come volunteer at The Preserve of Highland Park with The Park District Natural Areas Team to remove invasive species, plant native plants and make a positive impact on our earth. **(FREE)**
- **Under the Big Top Dance Sat. Apr. 27 from 5:30 – 7:30 p.m. at RCHP**
Indulge in a delectable array of carnival-inspired treats between dancing and games! (\$60R/\$75NR)
- **Family Tennis Night, Sat. Apr. 27 from 6:00 - 8:00 p.m. at DCRC**
Bring your family and enjoy a night of tennis, pickleball, and wallyball. Pizza included. (\$14/person or \$38/family)

DEER CREEK RACQUET CLUB – FEBRUARY 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Daily Court Rentals (Hours)			
Tennis	273.5	123	190.50
Pickleball	86.5	86	85.5
Racquetball	55.5	49	50
Private Lessons (Hours)	254.25	282	285.75
Drop-Ins	165	158	141
Memberships	842	551 units	1,036

News & Events

- Hoste Hosted 1 - USTA Girls 14 & Under Tournament (Feb 24)
- Family Tennis Night (Feb 3) – 8 families participated
- No classes on Feb 19, Presidents Day – open court time all day

CENTENNIAL ICE ARENA – FEBRUARY 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Daily Drop in Fees			
Public Skate	0		405
Drop In Freestyle & Package Ice and Adult	0		334
Open Hockey	0		31
Open Gymnastics	0		38
Skate Rental	0		614
Punches Passes Sold			
Public and Adult Skate	0		3
Freestyle	0		0
Skate Rental	0		3
Facility Rentals			
Total Hours	0	190	222.79

News & Events

- Centennial hosted Garrett's skate on Feb 19 in honor of Garrett Collopy. This community free skate was designed for young and aspiring hockey players to have the opportunity to skate with the HP Giants Varsity players. We had at least 75 skaters along with 15 Giants players. The Garrett Collopy Foundation sponsored this wonderful event.
- Our Gymnastics Team participated in the Fox Valley Gymnastics Meet on Feb 4. This season we have 8 Level 3 and 4 Level 4 gymnasts. We had many individual awards and topped off with a 2nd place level 3 team award.

RECREATION CENTER OF HIGHLAND PARK FEBRUARY – 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Group Exercise Classes Conducted	186	226	225
Group Exercise Participation/Visits	2,182	2,260	2,757
Fitness Floor Visits	9,160	10,000	10,532
Track Visits	1,612	1,600	1,518
Personal Training Participation	396	500	633
Personal Training Sales (Units)	179.75	389	390.5
Personal Training Revenue	\$21,061	\$21,500	\$26,304
Private Swim Lesson Participation	152	147	138
Private Swim Lesson Sales (Units)	67	65	60
Private Swim Lesson Revenue	\$11,231	\$8,381.70	\$7,993

MEMBERS	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Basic - Annual	1,212	1,480	1,601
All-Inclusive - Annual	278	322	373
Group Exercise only – Annual	167	223	240
Short-Term Promotional	0	0	0
30 Day	28	10	16
Total Members	1,685	2,034	2,230

Fitness and Membership

- February's annual membership goal was 2,024. The month ended with 2,214 annual memberships, 9% above the month's budgeted goal.
- The February FREE membership promotion ended with a total 180 new annual memberships. 135 were acquired January 1-31 and the remaining 45 were acquired in the final days of February 1-4.
- Personal Training February revenue reports positive 22% to budget.
- Group Ex participation averages 12 per class.
- Pilates Reformer personal training is gaining usage with 11 new clients.

Aquatics

- Private lessons often experience a decrease in demand during the spring due to various factors such as students being occupied with school activities and warmer weather making an early comeback.

HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – FEBRUARY 2024

Community Programs

	2023 ACTUAL	2024 Budget	2024 ACTUAL
Heller Nature Center			
Participants / Programs	179/9		159/3
Rosewood Interpretive Center			
Participants / Programs	38/2		20/1

News & Events

- Heller Hosted a Free Family Let's Play event in collaboration with the Alliance for Early Childhood, gathering over 120 families to play outside.
- After School Programs dis not run at either location this month

SUNSET VALLEY GOLF CLUB - FEBRUARY 2024

GOLF	2023 Actual	2024 Budget	2024 Actual
Golf Shop Sales			
Golf Balls	0	0	0
Accessories	1	0	4
Total Golf Shop Sales	1	0	4
Golf Rentals			
Carts			
Golf Greens Fees			
Resident	0	0	0
Nonresident	0	0	0
Outing/Tournaments	0	0	0
Other	0	0	0
Total Golf Green Fees	0	0	0
Misc. Sales			
Sapphire Club	6	33	90
Permanent Tee Time	29	52	68
Total Misc. Sales	35	85	158

News & Events

- Course remains closed for the winter
- March 2 is the anticipated opening date

HIGHLAND PARK LEARNING CENTER – FEBRUARY 2024

Driving Range Monthly Sales Report (buckets sold)

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
January	458	543	370
February	496	750	419
March	612	764	
April	1,082	1101	
May	2,122	2772	
June	2,714	3565	
July	2,958	3755	
August	2,698	3636	
September	1,649	2425	
October	665	818	
November	225		
December	360		
Totals	16,029	20,019	789

Mini Golf Monthly Sales Report (rounds sold)

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
March	-	-	-
April	442	786	
May	1,124	1,500	
June	2,016	2,057	
July	2,104	2,500	
August	2,055	2,428	
September	952	1,443	
October	452	714	
November	168		
Totals	9,313	11,428	

News & Event

- N/A

DISTRICT WIDE RENTALS – JANUARY 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Heller Nature Center			
Rentals	10.0	2.0	12.0
Party Package-Not Offered	0	0	0
Rosewood Interpretive Center			
Rentals	10.0	10.0	3.0
Party Package-Not Offered	0	0	0
Recreation Center of Highland Park			
Rentals	26.5	36.0	38.0
Party Packages	2.0	2.0	2.0
Athletics	128.5		170.5
Total Rentals	157.0	38.0	210.5
West Ridge Center			
Rentals	8.0	9.0	11.5
Party Packages	6.0	2.0	5.0
Centennial Ice Arena			
Party Packages	-	-	-
Hidden Creek Aqua Park			
Party Packages	Season Over	Season Over	Season Over
Park Avenue Yacht Club			
Rentals	Season Over	Season Over	Season Over

Rentals listed as number of rental hours; Party Packages listed as number of packages

GRANT-IN-AID – JANUARY 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
SMILE			
Total YTD Subsidy	\$50,593.81	\$150,000.00	\$67,879.91
Households			
100% Subsidy YTD	46		49
50% Subsidy YTD	2		4
Total YTD	48		53
FYI			
Total YTD Subsidy	0		\$1,283.50
Households			
50% Subsidy YTD	0		4
FYI-SWIM			
Total YTD Subsidy	\$1380.00		\$294.00
Households			
100% Subsidy YTD	13		3

News & Events:

- N/A

Marketing Board Report (Dec 9 – Jan 9)

SOCIAL MEDIA



6,108
FOLLOWERS



2,603
FOLLOWERS

EMAIL



49%
OPEN RATE

1.2%
CLICK RATE

PDHP.ORG



18,485
VISITORS

31,619
PAGEVIEWS

34s
AVG. ENGAGEMENT
TIME

DIGITAL GUIDE



1,058
VIEWS



174
VIEWS

2023 PDHP.ORG



365,067
VISITORS

922,222
PAGEVIEWS

334,285 - IN THE YEAR 2022 - 886,721

APP



1,568
INSTALLATIONS

- The Recreation Center of Highland Park is maintaining the most visited page, followed by:
 - Centennial Ice Arena
 - Recreation Center of Highland Park > Group Exercise
 - Jobs
 - Recreation Center of Highland Park > Open Gym
 - Recreation Center of Highland Park > Membership & Passes
- Our Facebook engagement was over 3,000 and reached almost 80,000 accounts; Instagram reached over 32,000 accounts.
- In 2023, our website had over 365,000 visitors and over 920,000 pageviews – a 9.2% increase in visitors and a 4% increase in pageviews since 2022.

Graphics



Page path and screen class ▾ +		↓ Views -----
		55,381 100% of total
1	/	7,372
2	/recreation-center-of-highland-park/	4,783
3	/centennial-ice-arena/	2,913
4	/recreation-center-of-highland-park/group-exercise-2/	2,828
5	/get-involved/jobs/	2,562
6	/recreation-center-of-highland-park/open-gym-2/	2,471
7	/recreation-center-of-highland-park/membership-passes/	1,990
8	/camp/	1,857
9	/centennial-ice-arena	1,771
10	/recreation-center-of-highland-park/lap-open-swim/	1,008
11	/deer-creek-racquet-club/	976
12	/events	913
13	/centennial-ice-arena/figure-skating-hockey-programs/	820
14	/west-ridge-center/theatre-programs/	788
15	/heller-nature-center/	736
16	/event/ice-castles/	550
17	/winter/	515
18	/our-story/staff-directory/	485
19	/recreation-center-of-highland-park/indoor-pickleball/	477
20	/rentals	461
21	/deer-creek-racquet-club/pickleball-programs/	454
22	/highland-park-golf-learning-center	435
23	/bids-rfps/	429
24	/centennial-ice-arena/gymnastics-programs/	398
25	/highland-park-golf-learning-center/	394
26	/rosewood-beach/interpretive-center-rentals/	375
27	/camp/camps-by-the-week/	339
28	/recreation-center-of-highland-park/learn-to-swim-programs/	321
29	/contact/	315
30	/recreation-center-of-highland-park	310
31	/deer-creek-racquet-club/junior-tennis-programs/	300
32	/camp/specialty-camps/	278
33	/holiday-new-year-hours/	273
34	/west-ridge-center/	268
35	/basketball-programs/	253
36	/centennial-ice-arena/2024-ice-show/	253
37	/camp/nature-camps/	238
38	/rosewood-beach/	238
39	/recreation-center-of-highland-park/membership-passes/contact-us/	234
40	/pickleball/	230
41	/west-ridge-center/dance-programs/	225
42	/deer-creek-racquet-club/adult-tennis-programs/	220
43	/camp/sports-camps/	215
44	/outdoor-skating-sledding/	214

December Advertising

Recreation Center of Highland Park

- Social Media
 - 413 clicks
 - 49,405 impressions
 - 0.84% click through rate (industry avg: 1.01%)

Deer Creek Racquet Club

- Social Media
 - 623 clicks
 - 68,551 impressions
 - 0.91% click through rate (industry avg: 0.90%)

Summer Camp

- Social Media
 - 948 clicks
 - 114,104 impressions
 - 0.9% click through rate (industry avg: 0.90%)

Camp Recruitment

- Social Media
 - 463 clicks
 - 51,514 impressions
 - 0.9% click through rate (industry avg: 0.47%)
- Geofencing
 - 141 visits
 - 128,317 impressions
 - \$0.001 cost per view

Theatre

- Social Media
 - 531 clicks
 - 47,905 impressions
 - 1.1% click through rate
- Search Ads
 - 822 clicks
 - 2,165 impressions
 - 37.9% click through rate (industry avg: 11.78%)



2023 Year End Advertising

Recreation Center of Highland Park

- 11,657 Clicks
- 1,935,857 Impressions

Deer Creek Racquet Club

- 9,026 Clicks
- 1,254,545 Impressions

Hidden Creek AquaPark

- 4,591 Clicks
- 325,124 Impressions

Sunset Valley Golf Club

- 6,270 Clicks
- 514,128 Impressions

River's Edge Mini Golf

- 5,103 Clicks
- 615,578 Impressions

Centennial Ice Arena

- 1,043 Clicks
- 56,004 Impressions

ParkSchool

- 1,128 Clicks
- 24,878 Impressions

Camp

- 5,662 Clicks
- 610,130 Impressions

Camp Recruitment

- 5,314 Clicks
- 1,565,581 Impressions

Theatre

- 2,000 Clicks
- 81,208 Impressions

New Technology

The team's focus is to find the best technology solutions that are most efficient for customers and staff at the best cost. The team is currently investigating:

- Our existing registration system (RecTrac) capabilities that are available now or available in 2024.
- Complimentary products to RecTrac that provide capabilities the system cannot provide. Club Automation & Plan to Play are in review.
- New registration systems as a potential replacement to RecTrac. Xplore and Amilia are in review.

The team is in the initial stages of reviewing all the above and will make recommendations for next steps. The current team includes representatives from recreation, fitness, tennis/pickleball, athletics, ice, aquatics, registration, marketing)